

Programs and Development Specialist Job Description^{-apk}

POSITION SUMMARY:

The Program and Development Specialist is directly responsible for ensuring the facilitation of philanthropic support to the students of Ventura College, a designated Hispanic Serving Institution. As a direct report to the Executive Director, this employee utilizes skills, key stake holders, and available resources to design, market, lawfully facilitate, assess effectiveness of, and enable access to and impact of signature programs including the Ventura College Promise, student resource, and scholarship programs. Under the direction of the Director of Major and Planned Giving, this employee also works to ensure the financial sustainability of Foundation programs through personal solicitation of donations and general support for the work of the development team. This specialist will utilize restricted and unrestricted funding support appropriately, support timely grant reporting and fundraising appeals, and ensure the collection and analysis of data to assess program impacts.

The ideal candidate is highly organized, detail oriented, collaborative, energetic individual with experience working with databases, financial reports, and non-profit donors. They have excellent oral and written communication skills with a passion for education in a highly diverse environment. This employee works well independently, prioritizes workload to successfully meet deadlines, is able to multi-task with the ability to independently resolve issues and bring recommendations to the Executive Director and staff team. Employee must have a commitment to customer service, enabling strong team dynamics, and ethical business practices. The Programs and Development Specialist is responsible for supporting the Foundation's mission through the Programs and Development Departments: maximizing immediate and long-term philanthropic support of a highly diverse student population and the programs of Ventura College.

PROGRAM RESPONSIBILITIES:

Directly responsible for delivery of the Foundation's signature programs including but not limited to:

- Ensuring the processing of scholarship awarding and disbursements (payments) to recipients, as well as defaults, forfeits, and appeals.
- Ensuring the design of cohesive program marketing materials.
- Ensuring the marketing of programs via program newsletter, social media, classroom visits, scholarship application workshops, on-campus event participation, Student Ambassador Group, high school outreach, and more.
- Ensuring the efficient and effective use of Scholarship Manager software to build program applications, facilitate the application review process and awarding process, create reports for award reconciliation, and collect/store student data.

- Strengthening and maintaining relationships with key partners on campus including the Office of the College President, VCCCD District staff Office of Financial Aid, Admissions and Records, Extended Opportunity Programs and Services, Outreach, First Year Experience, and Student Government; all of which provide critical support to the Foundation in serving the students of VC.
- Ensuring clear communication with applicants through each scholarship cycle including the marketing, application, awarding, invitations to appropriate awarding event(s), collection of thank you letters, tracking student event RSVP's and their guests, and more.
- Ensuring program beneficiaries adhere to all program requirements/stipulations.
- Development and implementation of new Foundation programs to meet student needs.
- Immediate response and execution of emergency funding program for students and employees of Ventura College.
- Staffing and management of the Scholarship and Grants Committee.
- Recruitment, training, and oversight of the Foundation's Scholarship Review Committee
- Management of Student Ambassador Group magnifying outreach to students.
- Development and management of scholarships and programs budgets.
- Attention to changing laws/regulations that affect current programs and processes. Lead efforts to define alternative scenarios and create adjusted financial projections for affected programs in response. Work to prepare the Foundation's Board of Directors for possible action.
- Ensure maintenance of program pages on Foundation's website.
- Reports on key data findings.
- Ensure effective collaboration with, coordination with, support of, and training of VC Financial Aid Office to facilitate VCF scholarship and grants programs and accurate funding.
- Enable training and protocols so that the VC Financial Aid Scholarship Technician and the VCF Program and Development Specialist can back-up each other in critical scholarship program processes to ensure the scholarship program's annual success without interruptions.
- Ensure programs meet all Federal, State and District regulations, complies with FERPA and assists in closing equity gaps.

DEVELOPMENT RESPONSIBILITIES

- Management of assigned donor portfolio in order to engage, cultivate and steward prospective and current donors, which includes students and their families, college faculty and staff, and community members to increase their engagement with the



VENTURA COLLEGE FOUNDATION

foundation and solicitation of gifts.

- Develop VCF protocols, timelines, and processes with VC to facilitate and grow direct student support programs including ensuring VCF donor funding restrictions are followed, current donor relationships are preserved, and prospective donor relationships are stewarded.
- Assist the Director of Major and Planned Giving with generating high-quality proposals, and narratives for various grant proposals.
- Work closely with the Director of Major and Planned Giving to respond to requests for special reports, collaterals, and non-grant materials with a strategic perspective.
- Collaborate with Executive Director and Director of Major and Planned Giving to engage funders with a strategic perspective.
- Prepare and present program data to key stakeholders throughout the year at various Development related events.
- Identify and prepare program beneficiaries as event speakers and for marketing and PR assets.
- General support to Development staff as needed,

MINIMUM QUALIFICATIONS:

- Bachelor's Degree
- 3-5 years of nonprofit experience or in higher education
- Microsoft Office Suite, strong proficiency (Outlook, Word, Excel, PowerPoint)
- Experience with databases
- Occasional travel via car or plane

ADDITIONAL PREFERRED QUALIFICATIONS

- Spanish speaker



KNOWLEDGE OF:

- Experience and comfort with graphic design software
- Experience with email marketing/list management
- Excellent oral and written communication skills
- High level and care for attention to detail and organization
- Commitment and ability to adhere to confidentiality
- Demonstrated commitment to practices that promote and enable greater equity, diversity and inclusion
- High level of timely attention to detail and organization
- Ability to work as a collaborative team member of a high-functioning nonprofit organization
- Bias for great customer service internally and externally
- Willingness and desire to help when and where needed
- Adobe proficiency
- Experience with databases preferred. QuickBooks and Raiser's Edge are utilized by VCF
- Records management principles and procedures including record keeping and filing principles and practices, especially electronic record keeping
- Methods and techniques of proper phone and email etiquette
- Mathematical principles
- Basic principles of business letter writing and report preparation
- Fundamentals of English grammar, spelling, and composition
- Principles and practices of business communication
- Customer service and public relations methods and techniques

ABILITIES

- Interpret and apply general administrative, organizational, campus and district policies and procedures
- Apply applicable federal, state, and local laws, codes, and regulations
- Operate office equipment including computers and supporting word processing, spreadsheet, and publishing applications

- Learn and apply new information and skills
- Type, keyboard, and/or enter data at a speed necessary for successful job performance
- Establish and maintain a variety of files and records
- Compose correspondence and memoranda
- Accurately count, record, and balance assigned transactions
- Make arithmetic calculations quickly and accurately
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone, computer, or in person
- Plan and organize work to meet changing priorities and deadlines
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Exercise initiative and independence of judgment and action
- Prepare reports by gathering and organizing data from a variety of sources
- Analyze situations accurately and adopt effective courses of action
- Provide training and guidance to staff, board, and volunteers
- Take notes at a speed necessary for successful job performance
- Drive with your own vehicle occasionally to off campus events

WORKING CONDITIONS

- ENVIRONMENT:
 - In-person college office environment
 - Constant interruptions
 - COVID Vaccine Mandate
 - Masking protocols



VENTURA COLLEGE FOUNDATION

- PHYSICAL ABILITIES:

Dexterity of hands and fingers to take and transcribe notes and to operate a computer keyboard and other office equipment

Sitting for extended periods of time

Hearing and speaking to exchange information on the telephone, virtual visual communication, or in person

Seeing to read and review documents

Reaching to retrieve and file records

COMPENSATION

- \$27-\$30 per hour
- Full-time, 40 hours per week, with opportunities for future growth

TO APPLY

Send resume and cover letter to Anne Paul King, Executive Director, aking@vccd.edu