



POSITION DESCRIPTION

Department:	University Development and Alumni Engagement
Classification Title:	Administrative Support Coordinator II
Working Title:	Development Coordinator
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

Position Summary

The role of the University Development & Alumni Engagement (UDAE) Division is to foster strong relationships with internal and external partners to enhance support for Cal Poly. University Development and Alumni Engagement establishes and implements an overall advancement program, including coordinating fundraising, donor relations, gift processing, trust and endowment management, training and systems support for the donor database, and Cal Poly Foundation support and administration. Equity, Diversity, and Inclusion are core values at Cal Poly and UDAE is committed to a continuous process of learning and updating practices to support systemic evolution toward equity, diversity, and inclusion for our team and constituents.

Under general supervision of the Associate Vice President (AVP) for Development, the Development Coordinator provides administrative and clerical support for the AVP as well as the areas they oversee, which includes but is not limited to parent philanthropy, and corporate and foundations relations. This position requires the coordination, implementation, and evaluation of project-based activities. This position also has daily interactions with the College/Unit gift officers who have a dual reporting structure to the AVP and to the respective Deans/Unit heads.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily

90%

1. Assist in the effective management of the operations of the office of the AVP for Development. Demonstrate initiative in identifying office needs, projects and deadlines. Respond to incoming correspondence, phone calls and calendar requests to ensure appropriate responses are provided and deadlines are met.
2. Coordinate and perform full range of clerical and administrative support functions including, but not limited to creating correspondence, arranging on-campus visits, overseeing meeting logistics, compiling materials and data, creation and editing of various documents and presentations, and bulk mailings with production and distribution responsibilities.
3. Coordinate AVP for Development's calendar, schedule meetings, oversee travel and other arrangements.
4. Provide administrative support, such as coordinating large mailings and reports to donors, on varied and complex projects associated with the overall Development area.
5. Provide administrative and clerical support, as needed, to all Development staff and College/Unit based Development Officers.
6. Coordinate and organize meetings with special visitors coming to campus to meet with the AVP and Division representatives. Coordinate catering, parking and other details for scheduled divisional meetings and donor meetings. Greet and assist visitors.

7. Establish and maintain a complex system of filing and a library of pertinent office resource materials. Oversee the development and maintenance of an electronic library of materials for training, office policies and procedures, gift proposal and documentation, special events and regional program information.
8. Prepare and edit a variety of reports and presentations, including database reports, campaign and fundraising reports and proposals, executive summary reports, advancement training for directors, endowment agreements, and other documents to support the fundraising activities of the division.
9. Oversee the hiring, training, supervision and evaluation of the department's student assistants and approve time sheets.
10. Assist fundraising efforts through donor communication.
11. Provide fiscal budgetary support and develop the budget under the direction of the AVP to meet departmental needs. Process and track expenditures on an ongoing basis. Monitor balances in all accounts and prepares financial reports and present updates to the AVP on a monthly basis.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned.
2. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

Required Education, Experience, and Credentials

Education and Experience:

- High school diploma or its equivalent. Type 45 wpm. Five years of general office support or technical experience. (Training at a vocational school or full-time college education may be substituted for two years of the required experience on the basis of one year of college education for 6 months of experience).

Licenses, Certificates, Credentials:

- N/A

Required Skills, Knowledge, and Abilities

1. Thorough knowledge of office systems, methods, procedures and practices with the ability to troubleshoot most office administration problems and respond to all inquiries and requests.
2. Experience with all levels of office support including general clerical, reception, travel coordination, maintaining calendars, scheduling and coordinating of meetings and special events.
3. Ability to coordinate, prioritize, and monitor project assignments through completion.
4. Ability to understand and troubleshoot problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
5. Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions using reasoning and judgment and to develop practical, thorough, and creative solutions.
6. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Thorough knowledge of English grammar, spelling and punctuation.
7. Demonstrated ability to quickly and accurately produce letters, invitations, spreadsheets, agreements and reports.
8. Demonstrated ability to maintain a high degree of confidentiality.
9. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

10. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
11. Ability to use negotiation and persuasion skills to achieve results and expedite projects.
12. Demonstrated ability to independently interpret, communicate, and apply a variety of complex policies and procedures and use judgment and discretion to act when precedents do not exist.
13. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
14. Proven ability to work well under pressure of deadlines and to deal with heavy phone, e-mail and walk-in traffic in a pleasant, professional and efficient manner.
15. Ability to perform multiple tasks simultaneously by applying working knowledge of the organization, programs and priorities; ability to handle a complex, fast-paced work schedule while paying attention to detail.
16. Ability to perform business math, track and compare budgetary data, complete budgetary forms and generate reports. Working knowledge of budget policies and procedures. Ability to analyze budgetary data, and make accurate projections requiring some inference.
17. Ability to accurately maintain electronic and paper files.
18. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, presentation programs, Internet, as well as online calendaring and email. Ability to adapt to new technology.
19. Ability to independently handle multiple work unit priorities and projects and provide lead work direction and/or training and guidance to others.
20. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Skills and Experience

- Knowledge of SunGard Advance and related tools.
- Knowledge of Microsoft Office, including Word, Excel, and PowerPoint, and ability to quickly learn a variety of computer programs.
- Knowledge of protocols and institutional etiquette related to public/donor relations.
- Bachelor's Level Degree.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Comprehensive and detailed knowledge of the University infrastructure, policies, and procedures.
- Knowledge and experience of working with volunteers, especially as it's related to non-profit boards and committees.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be willing to travel and attend off-campus appointments and events as necessary.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME SIGNATURE DATE

SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE SIGNATURE DATE

DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE SIGNATURE DATE

HUMAN RESOURCES USE ONLY

Employee ID#:	_____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number:	_____	<input type="checkbox"/> Update Review for File	Classification Title: ASC II
FTE:	_____	<input type="checkbox"/> Classification Review	Class Code/Range: 1035 / 2
<input type="checkbox"/> Permanent		<input type="checkbox"/> New Position Recruitment	CBID: R07
<input type="checkbox"/> Temporary		<input type="checkbox"/> Replacement Recruitment	MPP Job Code: n/a
<input type="checkbox"/> COI Position			Classifier Initials: SJ
Recruitment Number:			Date: 10/29/24