

CLASS SPECIFICATION
Associate Director, Foundation

FLSA Status: Exempt
EEOC Job Category: Professional
Union Representation: Unrepresented

GENERAL PURPOSE

Under direction, plans, coordinates, oversees, implements, integrates and evaluates activities and services of the District's Foundation Scholarship department, including scholarship donor relations and scholarship award and administration processes; plans, organizes, manages and oversees Foundation and Scholarship special events; promotes and provides supplementary support in the administration of the Long Beach Rotary/District scholarships; organizes, supervises and coordinates Foundation Scholarship administrative and promotional activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Associate Director, Foundation is responsible for organizing, coordinating, overseeing and conducting the activities and services of the Foundation's Scholarship department. The incumbent must utilize excellent communication skills to effectively interact with a wide range of donors, District faculty, management, administrators and staff and student scholarship applicants and recipients. Work required strong organizational and administrative skills to coordinate, oversee and facilitate the Foundation's scholarship selections and awards. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines

Associate Director, Foundation is distinguished from Executive Director, Foundation in that the incumbent in the latter class is responsible for directing, managing and overseeing all programs and activities of the District's Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, conducts and coordinates scholarship-donor relations activities; represents District at multiple donor events, including luncheons, dinners and meetings, and makes public presentations; arranges scholarship recipient/student attendance at these events, as necessary; maintains contact with current and potential donors via regular face-to-face and telephone interactions; researches and responds to donor inquiries and complaints in an effective, service-oriented manner.
2. Plans, organizes, coordinates and participates in activities to award scholarships to eligible students; organizes, conducts and leads meetings of the Scholarship Committee, comprised of selected District faculty, staff and/or management; oversees, coordinates and participates in the identification of eligible candidates and assessment and determination of appropriate student/scholarship/donor

matches; organizes, coordinates, facilitates and ensures timely “paper-screening” or interviews by donors to ascertain scholarship recipients.

3. Administers, oversees, and monitors scholarship awards; each semester, oversees verification of or verifies students’ continued scholarship eligibility by review and assessment of donor/scholarship requirements, students’ enrollment, GPA, course load and other relevant information; if District scholarship, oversees and coordinates distribution of scholarship checks to students; if outside scholarship (employer, parents’ employer or government scholarships) and as directed by donor, reviews and monitors student spending accounts/expenditures and/or oversees and controls distribution of tuition and school supplies funds; interacts directly with students not meeting eligibility criteria; develops and implements appropriate resolution to meet donor requirements and student needs.
4. Plans, organizes, manages and oversees Foundation/Scholarship special events, including annual scholarship award reception, outside scholar reception, Foundation Board of Governors’ annual breakfast and holiday dinner and other events; plans, organizes, arranges and oversees event set-up, refreshments/catering and event activities; oversees creation, preparation and maintenance of event agendas, invitation lists, invitations, program brochures, student packets and other related event materials; creates seating charts; drafts speeches for President or others, as directed.
5. Promotes and provides supplementary support in the administration of the Long Beach Rotary/District scholarships; provides information about Rotary scholarship opportunities to Long Beach Unified School District high school counselors; with Rotary representatives, attends candidate interviews; participates in recipient selection, as requested.
6. Organizes, supervises and coordinates Foundation Scholarship administrative and promotional activities; selects, trains, provides work direction to and monitors performance of clerical or other assigned staff; oversees implementation, maintenance and use of on-line scholarship application; researches and compiles information for, drafts, generates and/or distributes donor and other reports; accesses, maintains and updates scholarship department’s records and files; establishes new scholarship accounts; processes Foundation receipts; prepares, processes and distributes designated invoices; responds to audit inquiries; organizes, oversees and conducts promotional activities to inform current and potential students of scholarship opportunities.

OTHER DUTIES

1. May serve on other District committees, as assigned.
2. May attend workshops, seminars, meeting or other events, as assigned.

QUALIFICATIONS

Knowledge of:

1. Multiple scholarship/donor requirements, terms and conditions to match and ensure continued eligibility of student scholarship recipients.

2. Methods and practices of public communication, outreach and involvement, including marketing techniques and practices.
3. Special event planning practices, methods and techniques.
4. Pertinent Federal, state and local laws, regulations and codes and District policies and procedures related to scholarship donor relations and distribution and monitoring of scholarship awards.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Uses of word processing, spreadsheet, presentation, database and other software.
7. Basic principles and practices of public administration, including accounting, purchasing and maintenance of public records.

Ability to:

1. Interpret and apply donor scholarship requirements during selection and eligibility review processes and explain requirements to Scholarship Committee members, student recipients and others.
2. Effectively represent the District when attending multiple donor and other related events; make public presentations, as necessary.
3. Communicate clearly and effectively, both orally and in writing.
4. Plan, organize, coordinate and oversee special events, receptions and meetings.
5. Draft clear, concise, comprehensive and accurate donor and other reports.
6. Operate a computer and use word processing, spreadsheet, presentation, database and other software.
7. Exercise sound, independent judgment within general policy guidelines.
8. Oversees maintenance of confidential and specialized records and files.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with District faculty, management and staff; scholarship donors, including individuals and representatives from large donor organizations and agencies; local high school counselors and contacts; students; District Foundation Board members; the public; and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a bachelor's degree in communications, public relations, public administration, business administration, a social science or a closely related field; and at least three years of progressively responsible donor relations experience involving public

contact and charitable fund raising, preferably in an education setting; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, an employee is regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; observe and interpret people and situations; and interact with District faculty, management and staff; scholarship donors, including individuals and representatives from large donor organizations and agencies; local high school counselors and contacts; students; District Foundation Board members; the public; and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.