

FORT SCOTT COMMUNITY COLLEGE
Position Description ENPR01

NAME: _____ **JOB TITLE:** Assistant to Foundation
DIVISION/DEPARTMENT: Foundation Director

RESPONSIBLE TO: Foundation Director

MONTHS PER YEAR: 12 **HOURS PER WEEK:** 20-40 **UPDATE:** 8-24

CREDENTIALS:

- Associates degree required, Bachelors preferred.
- Superior planning and organizational skills
- Ability to consistently meet deadlines for completion of tasks.
- Proactive performance-orientation regarding production of materials and results.
- Independent and self-motivated.
- Proficient use of Microsoft office tools, including Word & Excel.
- Ability to communicate with staff, students and general public.
- High level of customer service experience required
- Knowledge of basic accounting

JOB PURPOSE: Support the Director of FSCC Foundation.

DUTIES AND RESPONSIBILITIES:

- Organizing, entering and maintaining database for alumni records, financial records and donor information for Foundation Office
- Assisting with planning, organizing annual fundraising programs and celebrations
- Maintain a wide variety of files, records, documents for the purpose of providing reliable information – compliant with college, state and federal requirements.
- Correspondence as needed for donations and tax receipts.
- All other duties as assigned.

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.