

Rich Mountain Community College

Position Description

Type Position:	Classified – Class Code C073C – Grade C109 Non-Exempt (Overtime Eligible up to 240 hours)
College Title:	Development Assistant
OPM/Legislative Title:	Administrative Assistant II
Supervisor:	Director of Development
Area:	Development

The Development Assistant, acting under the direction of the Director of Development, is responsible for assisting and supporting development activities and functions that are carried out for the college's growth including day-to-day activities and general responsibilities. All duties are performed in cooperation with and under the direction of the Director of Development in concert with the College President, and in accordance with the plans and policies of both the Foundation and College.

The responsibilities for the Development Assistant include:

Position Specific:

- Perform/assist in administrative duties for the Director of Development and, as needed, the Office of the President.
- Screen incoming calls and mail.
- Assist with assigned development events including receptions, dinners, etc. that help to cultivate, solicit, and steward existing and prospective donors.
- Managing the daily gift processing and donor acknowledgement for all gifts and income received and for reconciling deposits and donations with Business Office. Managing the development software, including communicating with technical support with donor software vendor. Including:
 - Administer all information pertaining to gift contributions and gift acknowledgement
 - Takes lead responsibility for checking and double-checking all database work to limit inaccuracies and ensure the highest quality of data and communications
 - Responsible for all data entry including maintenance of all table information, funds, and appeals.
- Coordinate, manage, and track direct mail and personalized appeals.
- Provide critical special events support.
- Assist with the writing and production of newsletters and annual report.
- Act as onsite point of contact when other personnel are offsite.
- Perform various clerical duties including record keeping, data entry, reports, copying, filing, and coordinating meetings.

College-Wide:

- Seek and implement activities, services, and programs that assure the RMCC is a vibrant contributor to the quality of life of the Ouachita Mountain region.
- Treat all who choose to use the College's resources with dignity.
- Challenge all learners to maximize their potential.
- Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.
- Promote and help develop a College environment of respect, dignity, and cooperation where ideas, questioning, and the continued pursuit of self-development are valued as means toward learning and growth.
- Demonstrated knowledge of the responsibilities and skill required to fulfill the position responsibilities
- Demonstrated knowledge and skills in the use of a computer as it relates to specific position requirements
- Demonstrated effective communication skills, both oral and written
- Demonstrated commitment to learning
- Demonstrated commitment to the community college philosophy
- Demonstrated commitment to assisting students and faculty
- Demonstrated effective interpersonal and communication skills
- Demonstrated effective leadership and team building skills
- Demonstrated effective organization skills
- Demonstrated commitment to professional development

MINIMUM QUALIFICATIONS:

The successful candidate will demonstrate:

- Proficient organizational skills, take initiative and have a proactive orientation toward maintaining data, developing and promoting consistent policies and procedures
- The ability to maintain confidentiality
- Meticulous attention to detail, comprehensive record-keeping, and careful scrutiny of data
- Commitment and confidence to embrace challenges and problems, with eagerness and willingness to find and propose solutions
- Excellent word processing and computer skills
- Excellent interpersonal and organizational skills
- A commitment to the success of the Foundation's goals

This position also requires the following, including physical activities:

- Off-schedule work as recommended by the Director of Development and approved by the College President
- Lifting of some heavy materials
- Operating office equipment, including computer, copier, fax, printer, folder, laminator, telephone, etc.

APPLICATION REQUIREMENTS:

- Letter of Interest
- Resume
- Contact information for five references
- Completed **RMCC application**
- **Unofficial Transcripts**
- A separate written statement addressing the applicant's qualifications with regard to the position requirements
- A separate written statement addressing the applicant's view of the role of the faculty, staff, and administration in a rural teaching and learning community college

Email/Mail/Fax application to:

Brenda Gillogly

Vice President of Administration

Rich Mountain Community College

1100 College Drive

Mena, AR 71953

Phone: 479.394.7622 x 1500

Fax: 479.394.2828

Email: bgillogly@rmcc.edu

www.rmcc.edu

Review of applications continues until position is filled. Salary is commensurate with experience. RMCC is an equal opportunity employer.

Minorities and females are encouraged to apply. AA/DFW