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Development Assistant II (one or more positions)
South Orange County Community College District

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Job Title	Development Assistant II (one or more positions)
Department	College/District Foundation (IVC-020-070)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Apr. 16, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Information Technology Administrative Support/Services
Apply Online Here	http://jobs.socccd.edu/postings/8784
Apply By Email	

Job Description

Under direction from the Executive Director of a College Foundation, provides technical support and serves as a member of the development/fund raising team; responsible for the management and integrity of fundraising and constituent data; participates in the development of and implements strategies to build an online community using database and social networking internet tools; carries out strategies to enhance the value and use of the information for all development programs and to increase giving from constituents through print, online, and traditional channels; assists in coordinating and implementing special events and other Foundation related activities; and performs general administrative, secretarial, and clerical assistance duties in support of assigned program area and staff.

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.