

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

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<b>Job Title</b>	Development Assistant II (one or more positions)
<b>Department</b>	College/District Foundation (IVC-020-070)
<b>Institution</b>	South Orange County Community College District South Orange County, California
<b>Date Posted</b>	Apr. 16, 2018
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Information Technology Administrative Support/Services
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**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 see the job description for contact details pertaining to this university job announcement.