
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Foundation Operations Associate

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Primary Function of the Position

The Foundation Operations Specialist reports to the Director of Institutional Advancement and provides support to the SCC Foundation, Inc. In order to fulfill the objectives of this position, the Foundation Operations Specialist assists in the management of the SCC Foundation activities, creates and maintains donor records and other databases and assists Business Office staff members in the preparation and management of financial records and other Institutional Advancement projects.

Essential Duties:

Fundraising/Special Events

- Provides information to Foundation directors, donors and other public inquirers regarding on-going activities, special events and contributions as appropriate
- Works closely with Foundation president, fund drive chairman, area chairpersons and fund drive solicitors
- Helps plan and implement the annual fund drive and other campaigns which include various foundation activities and events
- Coordinates planning, preparation and administrative support for special events which may include evenings and week-ends
- Prepares all solicitation packets for all SCC Foundation solicitors for annual fund drive campaign

Scholarship/Ambassador Programs

- Coordinates with financial aid personnel and Business Office to manage the awarding and balance of Foundation scholarships and SCC Success Scholarship recipients
- Serve on Foundation Scholarship selection committee
- Prepares scholarship guidelines as directed by the Foundation director
- Coordinates with high school counselors to distribute and receive scholarship applications
- Coordinates student scholarship recipient meeting to mail thank-you cards
- Serves as a Staff Advisor for the SCC Ambassador program
- Helps plan and attend Ambassador Leadership meeting and year-end retreat meeting
- Updates and maintains Ambassador request book for events

Finance/Accounting

- Processes all donor transactions through the Business Office and enter information into Blackbaud/eTapestry database, ensuring timely and accurate reporting of revenue
- Analyze campaign results and develop appropriate processing approach for timely, efficient and accurate recording
- Prepares and maintains SCC Foundation budgets and records for expenditures and payments, while ensuring adherence to internal policies and procedures
- Prepare monthly and as requested fund balance reports for the Director and the SCC Foundation.
- Processes monthly payroll deduction entries
- Prepares quarterly payroll deduction and restricted gift reports for Business Office
- Maintains and balances computer loans
- Works with auditor to complete reports for annual audit
- Prepares annual report as well as statistical data for the report
- Ensure confidentiality in all records.

Administrative

- Maintains accurate database of constituent information through creating new accounts, removing duplications and making other changes as needed to maintain data integrity.
- Manage electronic uploaded files from various sources as needed
- Sends written correspondence (letters, memorials and honor gifts) to donors
- Maintains Foundation records through filing, retrieval, coding, updating and purging
- Prepares Foundation, Performing Arts and Visual Arts purchasing and necessary professional services agreements through NCeProcurement and Datatel
- Coordinates with Marketing to design and create necessary forms and postcards for use in various Foundation activities
- Works with outside businesses and vendors to get Foundation materials ordered and printed
- Prepares emails and mailing lists for correspondence and maintain board membership database and communication lists.
- Prepares bulk mailings for donor contacts
- Schedules, attends and arranges locations for various meetings
- Acts as recording secretary and prepares minutes for various Foundation meetings

Other

- Participates in professional development activities to stay current in the field
- Serves on various campus committees as requested

Minimum Requirements for the Position

- Associate Degree in Business Administration, or related area field
- Three years of related experience
- Proficiency in finance and/or accounting
- Excellent administrative, decision-making and organizational skills to include proficiency Microsoft Word, Powerpoint, Access and Excel

Preferred Requirements for the Position

- Bachelor's Degree in Business Administration, or related area (preferably in Accounting)
- One to three years of related experience
- Prior work experience in a not-for-profit organization
- Computer skills to include basic competency in Blackbaud/eTapestry software or other donor tracking databases
- Fundraising and fund accounting experience

Excellent references from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience, labor market and institution salary formula. This position is to be filled by August 9, 2018.

For a required Southeastern Community College application, visit www.sccnc.edu or call (910) 642-7141, ext. 310.

A completed Southeastern Community College application form, a resume, letter of interest and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for receipt of applications is 12:00 p.m. on July 20, 2018. Applications received after this date may not be considered.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472.

An Equal Employment Opportunity/Affirmative Action Employer