



Position Announcement – Red Rocks Community College

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HERE**

Position Title: Development Specialist

Position Information	Development Specialist
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Position Number	400550
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	\$35,439.25/annual
Starting Pay Rate	Starting Salary is not negotiable
Anticipated Start Date	Fall 2021
FLSA Status	Non-exempt, this position is eligible for overtime.
Closing Date	Sunday October 03, 2021 by 11:59 p.m.
Job Type	Full Time
Benefits	RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the CCCS Employee Benefit Website .
Retirement	The Colorado Public Employees’ Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Time Off	<ul style="list-style-type: none"> • Leave Accruals (Leave prorated for appointments under 100%) <ul style="list-style-type: none"> • Annual/Personal Days: 22.5 (180 hours) • Sick Days: 15 (120 hours) • (Over 12 months, based on full time appointment accruals) • Other Leave <ul style="list-style-type: none"> • Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year) • Holidays Observed: 10 <ul style="list-style-type: none"> • Four Holidays are observed on an <i>alternate schedule</i> (Columbus Day, Veteran’s Day, Martin Luther King Jr. Day, and President’s Day). RRCC observes these holidays between Christmas Day and New Year’s Day, resulting in campus being closed from Christmas Day through New Year’s Day, with eligible employees on Holiday Leave • Jury Leave • Military Leave
Online Application	Click Here to Begin Your Application

Position Announcement:

Red Rocks Community College is seeking applications for a full-time Development Specialist to join our Foundation, Grants and Planning, Institutional Research, and Effectiveness offices.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting-edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Summary of Position:

The Development Associate plays a central role in providing for all administrative aspects of development and communication activities including the support of the day to day work of the Red Rocks Community College Foundation, which is a 501 (c)(3) non-profit organization with a mission to support Red Rocks Community College (RRCC) in its commitment to students, learning, and excellence. The position also supports administrative needs of the RRCC Grant Development Office and the Office of Planning, Institutional Research, and Effectiveness.

Required Qualifications:

- Associate's degree from an accredited institution.
 - Substitution: Combination of education and work experience.
- Two (2) years general office, customer service, data entry, bookkeeping experience.

Preferred Qualifications:

- Marketing or fundraising experience.
- One-year paid experience in a higher education or non-profit setting.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:

- Verbal and written communication skills including the ability to give and receive information accurately and present information to individuals.
- Effective interpersonal skills to enable collaborative working relationships with faculty, agency personnel and students.
- Ability to work independently, follow instructions and complete required tasks with limited oversight.

- Proficiency with all Microsoft software applications (i.e., Word, Xcel, Power Point, Outlook).

Description of Position

Administrative Support: Serve as first point of contact for the office. Responsible for providing information for scholarship and general inquiries from visitors/students/donors. Manage all administrative needs including, but not limited to, meeting preparation, recording expenses and deposits on checking and savings ledgers, preparing and making bank deposits, filing/historical records management.

Conduct all purchasing in alignment with College or Foundation procedures, photocopying/scanning, preparing invoices/checks for payment, track and reconcile credit card charges, and generate month-end reports including credit card and gift reports.

Make phone calls, arrange meetings, and set up and track training and meeting space.

Data Entry/Management: Conduct all data entry into Foundation donor, scholarship and prospect databases in alignment with data management plan(s). Create data analysis reports for all mailings, and as needed in support of Foundation activities. Engage in ongoing evaluation of data to ensure accuracy. Perform periodic data entry for research and survey projects, assist with the collection of alumni employment information for reporting, track focus group participants and other data collection as needed. Carry-out data related projects as needed.

Fundraising, Program and Event Support: Process donations and prepare acknowledgment letters/donor correspondence. Maintain foundation, corporation, and donor files. Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events. Prepare donor solicitation and stewardship materials for distribution. Assist in preparation and delivery of fundraising marketing materials, and in the establishment and maintenance of online fundraising campaigns. Prepare key performance indicator reports for fund raising evaluation activities. Carryout all mailings, execute catering and AV requests, schedule meeting rooms, event set-up, staff periodic and annual events.

Office Support: Collect and collate materials required for proposal writing and reporting. Coordinate grant expenditures as needed with campus departments receiving funding. Support the Director of Grants and Operations as needed.

How to Apply:

Complete applications must be received by 11:59 p.m. Sunday October 03, 2021. To apply for this position, [click here to begin your application](#), including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial).

Additional upload sections are available in the application to include **optional** attachments.

Please note the following prior to beginning your application:

- Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
- As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
- You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
- Once you submit your application, you will no longer have an opportunity to review or make changes.
- You will receive a confirmation email once your application has been received.

Benefits:

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the [CCCS Employee Benefit Website](#).

The Assessment Process:

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. All applications received by the closing deadline listed on this announcement will be reviewed to determine if applicants meet required qualifications. All applicants meeting the required qualifications will be considered for an interview with the department.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:

An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

Necessary Special Requirements:

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration

for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

Important Notes:

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.