



## **Development Manager (contract) for the Contra Costa College Foundation**

**About the Contra Costa College (CCC) Foundation:** The Contra Costa College Foundation is a \$10 million nonprofit organization dedicated to supporting students and programs at Contra Costa College. We believe that every person, regardless of resources, should have access to a meaningful education and training at Contra Costa College – an 83-acre beacon of hope to students. Thanks to a strong donor base, we support students with scholarships, a Wrap Around emergency fund, internet and technology supports, special programming and much more. To learn more check out [www.contracosta.edu/foundation](http://www.contracosta.edu/foundation).

**About the team:** It's an exciting time for the CCC Foundation, having grown significantly over the past five years. The Foundation is led by an Executive Director, who has exceptionally strong support from a Board of Directors and accounting services. We're looking for a talented contract professional to join our team to help with Development Manager projects.

### **We're looking for a contract Development Manager who can:**

- Assist with the database (Salesforce) work, management, reporting, entry and quality control;
- Assist with the email marketing (Mailchimp), bi-monthly newsletters, fundraising campaigns, and other related emails;
- Help with social media marketing, Facebook ads, content creation and scheduling;
- Help with print marketing (Adobe Creative Cloud) such as annual reports, invitations, marketing graphics, etc.;
- Help with our online donation portal (Click and Pledge);
- Write thank you notes weekly to key supporters after gifts received;
- Assist with fundraising campaign planning, research, etc.;
- Assist on event logistics and planning;
- Assist with student support work such our internet access program, communicate with students and interview them for our stories of impact;
- Support the Board of Directors and their bi-monthly meetings (Zoom);
- Help with special projects and tasks, as needed and requested.

### **Desired Qualifications:**

- Bachelor's degree;



- Proficiency in key fundraising and marketing technology, Salesforce, Mailchimp, Adobe Creative Cloud (or similar programs) plus commonly used software and applications such as Microsoft Office and Excel;
- Proficiency in written and verbal communication;
- Event planning experience;
- An understanding of and excitement for fundraising as well as a belief in the role of community colleges in social equity;
- Organized and detail-oriented self-starter;
- Flexibility, positive attitude, personal integrity and a sense of humor are highly desired;

**Pay Rate, Schedule and How to Apply:**

This is a \$29/hour contract position, up to 360 hours for three month contract. A hybrid model of work preferred.

**To apply:** Please send your resume, a cover letter and a writing sample to Sara Marcellino at [smarcellino@contracosta.edu](mailto:smarcellino@contracosta.edu). Open until filled. If you have questions, please e-mail Sara. No phone calls, please.

Thank you for your interest!