

Coordinator, ACC Foundation Operations

FLSA Status: Exempt

Pay Grade: 19

Job Title ID: 10251

Job Series/Job Family: President's Series / ACC Foundation Family

Reports To

Executive Director of the ACC Foundation Resource Development.

Job Purpose

To coordinate and report on the administration of the financial and related scholarship matters associated with the ACC Foundation Resource Development department, excluding fund raising.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates, tracks, and reports on scholarship cycle activities, including update and maintenance of scholarships, and of scholarships available to ACC students and prospective students, scholarship award letters, review of applicant essays, review of qualification criteria, completion of scholarship recipient files including award acceptances, thank you letters, and student correspondence, donor reports, funds awarded, student grades, ongoing qualification standards, and end of semester reports, etc.
2. Provides detailed analysis and financial reconciliation of Foundation funds and scholarship endowments.
3. Serves as liaison to ACC Scholarship Committee, Financial Aid Office, and faculty to clarify scholarship criteria, process related paperwork, obtain signatures, and finalize awards.
4. Plans, coordinates, and implements formal scholarship stewardship activities, such as donor receptions, and special meetings
5. Coordinates audit activities. Compiles all reports and prepares them for external auditor review, reconciles accounts, prepares and reviews balance sheets, income statements and other accounting statements and reports, and prepares audit schedule. Coordinates the annual audit and preparation of IRS 990 reports.
6. Coordinates, tracks, conducts accounting of, and reports on gifts, endowment calculations, end of month and annual reconciliations for Foundation assets and accounts.
7. Conducts research, analysis, interprets data and formats Foundation reports. Provides data analysis support for internal and external reporting.
8. Serves as liaison to ACC departments, and internal and external organizations for scholarship account balances.
9. Assists with the creation and maintenance of contribution reports for all constituency groups, the Foundation, College, donors, etc.
10. Monitors data and maintains database for prospective and current donors and scholarship providers, analyses data and reports, responds to prospects inquiries, researches and implements solutions to communication or information problems.
11. Assists with maintenance of department's website.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Applied ethics in development processes.

- Records and supporting documentation utilized in audit processes and student information.
- Compliance state and federal rules and guideline requirements in relation to College reporting and report auditing.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including occasional evenings and weekends.
- Making public presentations to large and small groups and one-on-one.
- Effectively using interpersonal skills and communication skills, including tact, diplomacy, understanding, compassion and valuing all contributions, while maintaining adherence to ACC rules.
- Effectively using organizational and planning skills, with acute attention to detail, exacting accuracy, and follow-through.
- Researching, analyzing, and compiling data, and producing accurate reports from complex datasets, surveys, and software programs.
- Maintaining confidentiality of work related information and materials, including information from student records.
- Establishing and maintaining effective working relationships and working in a collaborative manner.
- Effectively working with a diverse and multicultural student body.
- Prioritizing, implementing, and managing multiple projects and due dates.

Computer Skills

Required

- Demonstrated proficiency at an advanced level, using standard office software, including word processing, spreadsheet, database, publication and/or presentation software. Database development and maintenance. Web-based information processing, posting, and maintenance.

Physical Requirements

Required

- Occasional lifting up to 25 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Two years directly related work experience.

Preferred

- Five years directly related work experience, including working with donor tracking and/or student tracking computer software systems. Some bookkeeping or accounting experience.

Education

Required

- Bachelor's degree.

Other

Required

- Must have reliable transportation for local Austin area travel.

Safety
Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.