



JOB DESCRIPTION

JOB TITLE:	Development Coordinator
DEPARTMENT:	California Tribal College Institutional and Fund Development
REPORTS TO (TITLE):	Director of Institutional Development
EMPLOYMENT STATUS:	Contractual – 6 months; up to 30 hours/week
DATE:	April 2, 2018
LOCATION:	Woodland, CA 95776

SUMMARY:

The California Tribal College (CTC) is a current initiative taking place to develop a tribally-controlled college in the State of California. The CTC will provide Native students unique higher education opportunities, incorporating tribal histories, cultures, and languages, so they can develop knowledge and skills to succeed professionally and as tribal leaders who give back to their communities.

CTC is looking for an organized, detail-oriented person, who is an excellent communicator, and a highly proficient in professional office software. This job requires a ‘team first’ attitude, exceptional time management skills, and the ability to use good judgment. This position requires a professional attitude and appearance as well as the ability to travel. Applicants should also be knowledgeable about higher education and Indian Tribes in California. Applicants must have experience working for/with tribes, tribal communities, tribal organizations, and/or tribal programs.

The Development Coordinator position performs administrative support to the California Tribal College Management. The California Tribal College is a 501(c)(3) nonprofit organization led by a Board of Regents. The CTC is in the initial stages of formation, with current key projects as the development of a business plan, delivery of classes via internet or in conjunction with other colleges, and bringing in California tribes as stakeholders. This individual will work closely to ensure that timelines are followed, meetings are coordinated, and the logistics of the day-to-day operations of CTC projects run smoothly. The Development Coordinator will be responsible for following bylaws and articles of incorporation to ensure compliance; and assisting in organizing events including Board meetings, Tribal Representative meetings, and fundraisers. This position requires the ability to work efficiently and effectively in a fast-paced office environment and is expected to handle highly sensitive, confidential, and political information. The Development Coordinator must be a self-starter and have the ability to work independently, have a high level of concentration, and stay on task through completion. This position may require up to 30% travel, and the ability to provide event planning and support during offsite meetings and conferences, including arrangements for travel, lodging, meetings, and other related tasks. The current location of the California Tribal College offices is located in Woodland, CA (15 miles northwest of Sacramento).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform the CTC Development Coordinator position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides ongoing administrative support for the Tribal College and keeps the CTC Executive Team/ Management informed of activities.
- Prepares official correspondence for the Board of Regents, President, directors / deans, and others.
- Maintains the “official” California Tribal College files; maintains the CTC records and filing system.
- Oversees and maintains the CTC contact database; may work with data required to complete a technical project, with vendors in a business environment, or with students requiring special education resources.
- Ensures compliance with bylaws and other governing documents.
- Assists in projects relating to CTC institutional development and fund development.
- Provides notice of meetings, events, and other obligations; provides follow-ups and reminders.
- Keeps CTC Management and others informed of activities, phone messages, emails, correspondence, and reports.
- Coordinates tribal outreach and community engagement.
- Arranges and coordinates travel schedules and reservations for meetings and events.
- Conducts calls and follow-up communication with key stakeholders and constituents.
- Assists with developing marketing materials and helps handle communications needs.
- Assists with grant writing and grant oversight.
- Helps identify necessary resources required to carry out a particular objective, obtaining those resources, and integrating them into a specific environment for practical use.
- Oversees contract compliance and reports to CTC management. Contracts include but are not limited to consultants, services, and programs.
- Ensures compliance with California nonprofit standards.
- Oversees deadlines for important matters.
- Assists with the processing of developing budgets, plans, and recommendations to support decision-making.
- Responsible for event and conference planning and coordination, including presentation equipment and other technology.
- Processes expense reports, reviews and prioritize incoming mail and drafts correspondence.
- Helps in the execution of projects even after completion.
- Orders and maintains supplies, and arranges for equipment maintenance.
- Conducts research, compiles reports, draft templates and memoranda.
- May assist in preparing agendas, minutes, charts, meeting materials.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Education

Bachelor’s degree (B.A. / B.S.) preferred; Associate's degree (A. A. / A.S.) accepted; or equivalent from two-year college or technical school; or four years related experience and/or training; or equivalent combination of education and experience.

Communication and Comprehension Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must possess excellent verbal and written skills

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Must be proficient in Microsoft Office applications with the ability to use word processing, multimedia, email, spreadsheets, publishing/design software, fundraiser database software. Must be able to operate audio-visual hardware.

Certificates, Licenses, Registrations

Individuals must be able to successfully pass a background investigation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl and stand, walk. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Additional Conditions of Employment

Must have the ability to travel up to 30% of the time. Must be able to work with diverse population and with cultural sensitivity. Must be willing to sign the CTC's *Non-Disclosure, Non-Disparagement and Confidentiality Agreement*. Must maintain professionalism in service and appearance. Recognizes and maintains confidentiality of Board of Regents and Tribal Council actions and CTC matters.

To inquire about this position:

Please send your cover letter and resume to cblue@californiatribalcollege.com.