

Organization: Cerritos College Foundation
Position: Alumni Relations and Development Officer
Location: Norwalk, California

Position Summary:

Reporting to the Executive Director of the Cerritos College Foundation, the Alumni Relations and Development Officer is employed directly by the Cerritos College Foundation. This individual is an important member of the Foundation team, responsible for building and maintaining relationships with Cerritos College alumni, raising funds, creating targeted fundraising appeals and related communication strategies, and organizing a variety of events and alumni activities.

Essential Duties and Responsibilities

- Develops a comprehensive annual alumni and development fundraising plan.
- Successfully identifies, qualifies, cultivates, solicits, and stewards unrestricted and restricted donations at all levels, with a primary focus on three to five figure gifts.
- Develops and manages alumni relations' strategies to increase engagement, affinity, active participation, and financial support of Cerritos College alumni.
- Develops and manages targeted online and print fundraising campaigns.
- Collaborates with Foundation and College staff to develop and implement a proactive communication plan for alumni and donors.
- Creates social media posts, e-newsletters, website content, printed brochures, and other collateral material.
- Creates and maintains content on social media platforms.
- Plans and coordinates a diverse range of annual events.
- Contacts Cerritos College alumni in person, by phone, mail, e-mail, and social media to gather and share stories and build engagement leading to donor support and increased involvement in College/Foundation activities and initiatives.
- Coordinates employee giving program and related strategies.
- Establishes a Cerritos College Alumni Council to support long- and short-term goals.
- Enters relevant information into DonorPerfect database and effectively uses DonorPerfect, DonorSearch, and Crescendo Interactive for prospect research, strategy development, and data analysis.
- Responsible for meeting established annual fundraising goals.

Position Requirements, Experience and Education

- Minimum of 3-5 years of development and alumni relations experience.
- Bachelor's degree or equivalent combination of education and experience required.
- Self-motivated, focused, and proactive, with strong project management skills and the ability to work in a fast-paced, team-oriented environment.
- Excellent verbal and written communication and interpersonal skills.
- Experience developing content for newsletters, websites, and social media.
- Ability to develop strong relationships with alumni, donors, board members, employees, management, faculty, students, and community members.
- Ability to work independently and as part of a team.
- Demonstrated commitment to diversity, equity and inclusion.

- Experience in DonorPerfect, Raiser's Edge, or other fundraising database software preferred.
- Strong organizational and Microsoft Office skills required.

Salary and Benefits

- Salary: Competitive annual salary with a generous benefits package including Medical, Dental, Vision, and PTO.
- 1 remote day per week

Application Process

Please send your resume and cover letter to edelatorre@cerritos.edu. Review of applications will continue until the position is filled.