



**Mission:** *We nurture relationships and grow resources for lasting positive impact as the philanthropic partner to Pima Community College*

**Vision:** *A thriving community transformed by Pima Community College*

**Values:** *Integrity, Collaboration, Community, Dedication & Advocacy*

Pima Community College Foundation (“Foundation”) employs a dynamic team responsible for:

- Building relationships with a broad range of constituency groups
- Cultivating a variety of philanthropic gifts that benefit Pima Community College (“College”)
- Managing investments held by the Foundation for distribution to the College
- Stewarding donors
- Recognizing donor contributions
- Coordinating events that promote the mission of the Foundation and support the College’s vision
- Actively engaging with the community to showcase the Foundation and the College

We seek team members who are:

- Committed to our mission, vision and values
- Able to work effectively both as part of a team and autonomously
- Capable of maintaining confidentiality at the highest level
- Ethical decision-makers
- Collaborative
- Willing to challenge the status quo and offer suggestions to improve how business is conducted
- Dedicated to making a positive difference for the greater Tucson community

Supporting the students, faculty and programs at Pima Community College, Pima Foundation has been the philanthropic partner of the College for over 45 years. Managed by a volunteer board of directors, Pima Foundation holds investment assets of approximately \$18m. Currently, the Foundation is responsible for over 100 endowed funds and 200 general funds. A recent challenge grant to the Foundation is underway with the goal of raising \$10m to achieve an additional \$5m in matching funds, making Pima Foundation an exciting, dynamic place to work.

The selected candidate must successfully complete and successfully pass criminal history and credit checks relevant to their intended position in order to become an employee of the Foundation. If employed, Foundation employees are expected to abide by federal, state and local laws in both their professional and personal endeavors.

*Pima Community College Foundation is an equal opportunity employer. The Foundation values diversity and seeks talented and qualified employees from a variety of backgrounds who are willing to contribute to its mission and capable of fulfilling their duties. The Foundation does not discriminate on the basis of age, race, color, religion, sex (including gender identity, sexual orientation and pregnancy), veteran status, national origin or disability.*

**TO APPLY:** Please submit to [Saby@PimaFoundation.org](mailto:Saby@PimaFoundation.org) 1) a letter detailing your interest and manner in which you will contribute to the team; 2) your resume; and 3) a list of three professional references and their contact information. Applicant review to begin **Friday, August 29;** position open until filled.

**Position Title:** Administrative Assistant

**Reports to:** Director of Operations

**Status:** Full-time; Exempt

**Position Summary:** The Administrative Assistant provides day-to-day support to Pima Foundation in the operations and goals of the organization. The Administrative Assistant serves as the backbone of the Foundation by facilitating effective communication with the team and external partners while overseeing all administrative processes to manage the organization's records and relationships.

**Essential Duties & Responsibilities:** Supports the Foundation team with the goal of providing current, consistent and accurate information related to identification, cultivation, gift processing and stewardship of prospects and donors. Providing exceptional customer service to our constituency groups (both internal and external) is an important aspect of this position. There is currently two main areas that comprises this role in the Foundation –

*1. Administrative Support    2. General Foundation Team Responsibilities:*

*Administrative Support:*

- Enters accurate information (donor gifts, prospects, alumni, sponsors, etc.) into database system daily, including the processing of batches
- Prepares and mails acknowledgment or thank you letters at the time of the gift – within 48 hours of receipt of gift (or two business days)
- Achieves proficiency in the database system for constituent tracking
- Runs basic reports to document progress toward individual goals and Foundation benchmarks
- Collaborates with Pima Foundation teams (administration, philanthropy, operations, finance, scholarship, marketing and communications team members) to track projects, document fund raising progress and share outcomes
- Updates the constituent database regularly to ensure all contacts are adequately moved through the development process and coded appropriately
- Assists with clerical activities as requested
- Provides first point of contact via phone and greeting guests
- Updates donor records regarding all types of correspondence, including electronic and hard copy filing
- Engages in meaningful correspondence with segmented populations (i.e. year-end giving statements, giving circles, scholarship funders, endowment holders, prospects, alumni, etc.)
- Coordinates students thank you letter writing or phone call process, with Donor Relations Manager
- Assists the Foundation with scheduling meetings, maintaining calendars, contacts, meeting preparation and follow-up
- Represents Pima Foundation at functions and meetings, as assigned
- Conducts thorough research to identify local, regional, and national foundations, businesses and individuals whose funding priorities align with PCC's objectives, seeking both direct gifts and grant opportunities
- Assists in developing and implementing philanthropy plans and goals for the organization
- Explores and documents donors and potential prospects, including meeting notes, giving characteristics, passions and focus areas

### ***General Foundation Team Responsibilities:***

- Problem Solving:
  - Identifies and solves problems independently
  - Researches issues and discover appropriate solutions
  - Recommends process improvements to increase efficiency, effectiveness and client satisfaction.
  - Prioritizes office projects
- Compliance and Quality Control:
  - Maintains confidentiality related to donor records and matters proprietary to the Foundation and the College
  - Upholds compliance with non-profit rules and regulations
- Contributes to a Team Environment:
  - Assists in setting annual Foundation goals and supports all team members in attaining collective and individual goals
  - Contributes to a team environment by attending staff meetings and retreats, thoughtfully participating in conversations, and asking questions to clarify expectations
  - Maintains a positive attitude
  - Asks questions to clarify expectations
  - Takes calculated risks
  - Learns from mistakes
  - Accepts other duties as assigned
  - Provides backup coverage as needed in the office

### **Minimum Qualifications:**

#### ***Required:***

- Two (2) to three (3) years of experience as an administrative assistant in a nonprofit organization
- Proven ability to manage administrative tasks for multiple team members
- Experience working in CRM or database systems
- Excellent reading, writing and grammar skills, both written and verbal
- Exceptional organizational skills (attention to detail, time management, management of multiple tasks, defining and setting priorities and problem-solving)
- Outstanding customer service abilities
- Intermediate to advanced proficiency in Microsoft environment, specifically Microsoft Word, Excel, PowerPoint, Teams and Outlook (including formatting documents, using formulas and pivot tables, mail merges, calendar coordination and integrated workflows)
- Comfort working with databases, internet research and AI functionality
- Demonstrated team player with solid collaboration abilities
- Ability to take initiative with projects to work independently

#### ***Preferred:***

- Knowledge of Raiser's Edge, Research Point and / or Financial Edge
- Experience working with high-net-worth donors
- Comfortable requesting documentation for transformational or planned gifts and scholarships

**Work Hours / Location:**

- Pima Foundation Office – 4905C E Broadway #246 | Tucson AZ 85709-1320 (PCC District Office Complex)
- Remote work may be a possibility on occasion and with prior approval
- Early morning, evening and / or weekend hours may be required on occasion
- Local and / or out-of-town travel may be required periodically

**Annual Salary (2025-26):**

- \$50,000 (40 hours per week)
- Performance bonus pool opportunity available, not guaranteed

**Benefits Available** *(approximately \$13,000 in paid benefits, which includes 17 paid holidays):*

- Health, dental and vision insurance after 60-days (100% coverage for employees)
- Long- & short-term disability coverage
- Life insurance
- Retirement – Simple IRA after 90-days (maximum 3% employer match)
- Cell phone reimbursement
- Mileage reimbursement
- Generous paid holidays (17 days annually)
- Paid vacation accrual (8 hours per pay period)
- Sick-time accrual (4 hours per pay period)

*Position descriptions will be reviewed for accuracy on a regular basis. Pima Foundation reserves the right to make changes to position descriptions as necessary to maintain effective operations.*