



2004
October

JOB DESCRIPTION

JOB TITLE	Assistant, Community and Corporate Development
JOB LEVEL	C
DEPARTMENT	Director's Services, Public Affairs and Community Relations
SUPERVISOR	Community and Corporate Fund Development Officer

POSITION SUMMARY

The Assistant, Community and Corporate Development provides organizational support by completing tasks and responding to inquiries regarding the Thames Valley Education Foundation (TVEF), trust administration, grants, awards and scholarships, and community programs.

DUTIES AND RESPONSIBILITIES

- Liaise with students, employees and the public to provide information regarding trust funds, donations, grants and awards.
- Prepare and distribute information and assist in the organization of community programs, events and student awards.
- Create and maintain website information.
- Establish and monitor trust fund agreements and accounts, in consultation with the Coordinator, Development.
- Process and distribute award cheques and related correspondence to schools.
- Apprise Coordinator, Development of significant issues related to account administration.
- Prepare and distribute correspondence and reports.
- Complete administrative tasks according to the Board of Directors' legal requirements.
- Organize, prepare agendas and distribute packages for TVEF Board meetings.
- Take and distribute meeting minutes.
- Maintain Corporate and Foundation files and documents.
- Assist in the preparation of grant proposals.
- Assist with research projects.
- Maintain information files and databases.

EDUCATION

Completion of a one year post-secondary program in fund-raising or equivalent.

EXPERIENCE

One and one-half years of related work experience is required.