

TO BE PROVIDED ITEMS

**APPOINTMENT OF
DEVELOPMENT COORDINATOR
OF REND LAKE COLLEGE FOUNDATION
AND
REVISIONS TO JOB DESCRIPTION
(TO BE PROVIDED)**

Rend Lake College Board of Trustees

June 10, 2025

RECOMMENDATION: To grant permission to appointment Rachel Lewis, as the Development Coordinator of the RLC Foundation, on a 50-week, non-tenure contract at an annual salary of \$40,000 prorated for the remainder of the fiscal year, pending a successful background check and degree audit, and revise job description, effective June 23, 2025.

RATIONALE: This position was left vacant as part of restructuring of the foundation office in December 2024. This position serves to support the Foundation office and its mission.

EFFECTIVE DATE: June 23, 2025

If Employment:

JOB TITLE: Development Coordinator of the RLC Foundation

SALARY: \$40,000

CLASSIFICATION : Academic Support

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: N/A

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled: Development Coordinator of the RLC Foundation

Number of Applicants: 14

Number of Applicants Interviewed: 4

Applicants Interviewed by: Amy Newell, Amy Epplin, Jessica Jackanicz, Sue Scattone, Cathy DeJarnette

Applicant Recommended: Rachel Lewis

Educational Preparation: A.A.S.
Rend Lake College
1996

Experience:

Administrative Assistant
Waltonville Grade School
6/2020 – Present

Teacher's Aide
Waltonville Grade School
10/2013 – 6/2020

Teller/New Accounts Rep.
State Bank of Whittington
5/1996 – 5/2004

Coordinator - Development of the Rend Lake College Foundation

JOB DESCRIPTION

POSITION TITLE: Coordinator-Development of Rend Lake College Foundation
DEPARTMENT: Rend Lake College Foundation Office
REPORTS TO: Assistant Director-Development of Rend Lake College Foundation
SUPERVISES: Student Workers(s)
STATUS: Active
DATE: ~~1/1/2025~~ **06/10/2025**

ESSENTIAL FUNCTIONS

1. Serve as a contact with internal and external constituents, promoting the Foundation.
2. ~~Coordinate~~ **Assist with** the student scholarship program by ensuring compliance with scholarship criteria, managing applications, assisting with the selection process, maintaining scholarship data, and communicating with students and donors.
3. Track and manage ~~donations and pledge records~~ **scholarship and donor data** by tracking donations through donor management software programs such as AwardSpring ~~and maintaining~~ **to maintain** accurate financial **and constituent** records.
4. Assist with donor relations and acknowledgement by maintaining up to date donor records, writing donor acknowledgement letters.
5. Assist with Foundation events and meetings by managing logistics, communication, and reporting.
6. Create promotional materials to maintain communication, ensuring broad visibility to attract potential students, donors, and event attendees.
7. ~~Assist with foundation grant writing and reporting.~~
8. Develop and assist with Alumni communication and events.
9. Maintain all social media accounts to promote growth and visibility.
10. Maintain the RLC Foundation website page.

OTHER FUNCTIONS

11. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting, with some travel required. Works a standard work week with compensatory or overtime as necessary and approved in advance.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed for the referenced position. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the referenced position.

Coordinator – Development of the Rend Lake College Foundation (Continued)

| | Academic Support | Administrative | Clerical | Custodial / Maintenance | Professional / Technical | Supervisory | Teaching Faculty |
|--------------------------------|-----------------------------|-----------------------|-----------------|------------------------------------|-------------------------------------|--------------------|-----------------------------|
| Tenure Track (Y/N) | | | | | N | | |
| Grant Funded (Y/N) | | | | | N | | |
| Full Time/Part Time (FT/PT) | | | | | FT | | |
| Perm/Temp* | | | | | Perm | | |
| Exempt/Non-Exempt | | | | | Non-Exempt | | |
| Exemption Classification | | | | | N/A | | |

* Temp = a) grant funded or b) ending date is known