

CLASSIFICATION SPECIFICATION

Development Coordinator

FT/PT Class Code: 3103, 3603 Pay Grade: B/C 15 FLSA: Non-Exempt Est. 06/01/14

SUMMARY STATEMENT: An incumbent coordinates various aspects of development initiatives, gift administration, donor relations, stewardship and acknowledgements to ensure a program of prompt, accurate, and appropriate recognition of donations from individuals, businesses, and foundations. The incumbent also provides support to the Director of Development and assists in the process of cultivating and stewarding prospects and donors.

NATURE AND SCOPE:

An incumbent typically reports to the Director of Development and provides critical support for development initiatives, gift administration, donor relations, stewardship, and data integrity in the Raiser's Edge donor management database. A significant aspect of this position is providing assistance to the Director of Development in the process of cultivating and stewarding prospects and donors.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Assists the Director of Development with prospect identification, research, proposals, profiles, correspondence, and visits to campus. Assists in the preparation of prospect and donor meeting and event briefings for the Director of Development, Vice President and Campus Director, and other event hosts. Assists in the preparation of donor agreements and other correspondence/documents for donors.
2. Proactively supports the stewardship responsibilities of the Director of Development by coordinating and tracking individualized stewardship plans for donors and producing thank you letters and reports for major donors and endowments. Drafts a broad range of communication collateral to cultivate, solicit and steward donors (acknowledgements, appeals, donor profiles, emails, event programs, letters, proposals, publications, website).
3. Coordinates accurate and comprehensive content for the electronic donor recognition wall to include donor listings, giving levels, legacy society, employee giving, ways to give, donor spotlight, and development council members.
4. Supports social media strategy and the production of additional media (video, photo galleries, etc.) to enhance stewardship and other development communication efforts. Researches and shares with the Marketing and Public Relations Department regular reports containing engaging donor topics in support of promoting the College's proactive stewardship efforts.
5. In collaboration with the Director of Development and the Business Office, ensures endowed funds are awarded accurately and according to donor intent. Coordinates communication, events, recognition, and benefits for Legacy Society members.

PRINCIPAL ACCOUNTABILITIES, cont'd:

6. Assists with tracking and reporting the results of development initiatives including data analysis. Assists in the planning and implementation of donor cultivation and stewardship, alumni, and special recognition events.
7. Maintains College structures for giving opportunities, including the levels required to establish endowed funds, or to be recognized with named spaces, on donor walls or in giving societies.
8. Prepares reports, timelines and budgets for donor appeals and events as needed.
9. In collaboration with the Communication and Planning division, supports the planning and execution of an annual calendar of high profile donor and alumni events.
10. Coordinates the annual calendar of non-event development activities and implements in collaboration with the Director of Development. Manages an annual master calendar tracking all development and stewardship communications.
11. Maintains the Raiser's Edge donor database including data entry, imports, address updates, gift recording, thank you letters, news, communication, and mailing lists preparation. Retrieves information about prospects and donors and generates complex reports.
12. In collaboration with the Director of Development and the Finance/Business offices, coordinates and prioritizes day-to-day gift recording activities and ensures accurate processing and stewardship of gifts. Coordinates monthly employee payroll deductions from the Employee Giving Campaign and reconcile batch for posting.
13. Tracks outstanding pledges and produces reports and pledge reminder letters to donors as appropriate.
14. In collaboration with the designated Campus Chair, coordinates, plans, and manages the annual Employee Giving Campaign for the campus.
15. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of grants and budgets.
- ◇ Knowledge of database software.
- ◇ Knowledge of fundraising strategies and techniques.
- ◇ Knowledge of word processing, spreadsheet, and database management computer software.
- ◇ Knowledge of College policies and procedures.
- ◇ Skills in developing and conducting presentations.
- ◇ Strong writing, organizational, and analytical skills.
- ◇ Excellent interpersonal and communication skills.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Ability to effectively communicate in both oral and written form.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.