

CLASSIFICATION SPECIFICATION

DONOR RELATIONS COORDINATOR

FT/PT Class Code: 3135, 3636 Pay Grade: B/C 15 FLSA: Non-Exempt Est. 08/12/20

SUMMARY STATEMENT: An incumbent coordinates various aspects of development initiatives, gift administration, donor relations, prospect research and recognition to ensure a program of prompt, accurate, and appropriate stewardship of donations from individuals, businesses, and foundations.

NATURE AND SCOPE:

An incumbent typically reports to the director of development services and supports college fundraising efforts through various development functions including donor communications, stewardship, scholarship management, prospect research, gift reports, donor agreements, thank you letters and gift receipts. A significant aspect of this position is assisting the vice president for institutional effectiveness and development, vice president and campus directors, director of development services and the Development staff in the process of cultivating and stewarding prospects and donors.

PRINCIPAL ACCOUNTABILITIES:

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

1. Serves as the primary liaison among the Development division, Educational Foundation, and Financial Aid department to track and communicate the creation of donor-funded scholarships, including scholarship eligibility and award criteria. Ensures scholarships are awarded in accordance with donor intent, provides Development staff with information about scholarship recipients, and secures donor thank-you letters from students as appropriate.
2. Produces donor gift receipts, thank you letters, scholarship endowment reports, end-of-year tax letters, tribute cards, pledge reminders, and other donor materials. Collaborates with vice presidents and directors of communication and planning to prepare personalized, high-profile donor letters for the president's signature.
3. Manages the creation, approval, distribution, and archiving of donor agreements for endowed, current-use, and in-kind gifts, as well as letters of intent for planned gifts. Collaborates with the vice president for institutional effectiveness and development and Development staff to ensure donor agreements accurately document donor intent.
4. Utilizes prospecting tools to conduct research on potential and current donors and produces individual profiles for the president, vice presidents, and Development staff to guide outreach and solicitation strategies. Conducts research and updates records in donor database with noteworthy information such as marriages, deaths, employment updates, affiliations, and awards received.

PRINCIPAL ACCOUNTABILITIES, cont'd:

5. Manages consistent and timely implementation of the College's Legacy Society, President's Circle, and Stewardship Plan, including identification of additional stewardship opportunities such as congratulatory notes, anniversaries, birthdays, etc.
6. Produces monthly stewardship call lists for the president, vice presidents, and Development staff, as well as confidential individual profiles for use in thank-you calls to major and planned gift donors.
7. Manages accurate donor recognition lists for publication in annual reports, electronic donor walls, event programs, Delaware Tech magazine, etc. in accordance with the College's defined giving and sponsorship levels.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of donor database software.
- ◇ Knowledge of word processing and spreadsheet software.
- ◇ Knowledge of fundraising strategies and techniques.
- ◇ Strong writing, organizational, and analytical skills.
- ◇ Excellent interpersonal and communication skills.
- ◇ Skill in recording and compiling information accurately.
- ◇ 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.