

Coordinator for Advancement and Alumni

POSITION SUMMARY:

The Coordinator for Advancement and Alumni provides critical functions for the Advancement Office. This position assists with planning, managing, and directing alumni events. The coordinator plans, coordinates, and implements alumni events, special meetings, and projects; provides clerical and administrative support in managing the day-to-day operations of the department; and establishes and maintains relationships with clients and vendors. This is a position in a dynamic alumni and fundraising environment. The position has responsibility for maintaining the database software system and requires an individual who is highly detail-oriented.

ESSENTIAL DUTIES:

- Accurately prepare deposits for entry into the donor database. This includes pledges, checks, cash, online credit card gifts, in-kind and matching gifts.
- Generate deposit reports and submit to the university.
- Maintain cash receipt and control system.
- Create new constituents in donor and alumni database, as needed.
- Cultivate relationships for the Alumni Association and promote membership.
- Create acknowledgement letters for donations and send in a timely manner.
- Prepare tribute acknowledgments and notifications in a sensitive and timely manner.
- Create and run queries, exports, and reports, as needed.
- Organize, coordinate and maintain the integrity of hard and soft filing systems.
- Maintain online alumni database, website, event set-up, and online forms.
- Set up alumni events, receive RSVPs and coordinate the event.
- Oversee the preparation, organization, set-up and break down for alumni events.
- Provide timely response to requests for information, service and assistance.
- Follow department policies and procedures.
- Maintain discretion and confidentiality of information involving gifts, donors and alumni.
- Provide operational support for special events; including work and travel for evening and weekend events.
- Provide clerical and administrative support in managing the daily operations of the department.
- Perform similar or related duties as assigned or required.

QUALIFICATIONS:

- Associate Degree required.
- Proficiency in computer programs required, particularly Excel and Word.
- Experience with data management systems strongly preferred.
- Excellent oral and written communications skills.
- Excellent interpersonal skills with the ability to act in a professional manner.
- Ability to work both independently and in a team-oriented environment.

Reports To: Director of Advancement

FSLA Status: Non-exempt