The temporary Development Coordinator, Individual Giving, will provide administrative / office management support to the Associate Vice President for Individual Giving and the IG team to help ensure that office procedures flow smoothly and efficiently. They must exercise independent judgement in the resolution of administrative problems and project coordination. The Coordinator will coordinate travel arrangements, manage the AVP’s calendar, enter contact reports and updates to the fundraising database and run reports. This position works closely with IG team members including major and Oxy Fund gift officers, and collaborates closely with Advancement Operations, Office of Strategic Initiatives and the fundraising support team on a regular basis.

Effectively communicates with academic leaders, trustees, volunteer leadership, donors, alumni, administrative leaders, department chairs, and faculty. Triages phone calls, mail, faxes, electronic and voicemail in an efficient and organized manner. Communicates with the IA Executive Assistant on a daily basis.

Knows the department’s goals, standards, policies and procedures. Exercises administrative judgment and assumes responsibility for decisions.

The Development Coordinator proudly represents themselves and the office to internal and external constituents and must be willing to maintain the Department’s commitment to excellence. We are seeking a mature, professional and diplomatic individual who is committed to customer service and is passionate about paying very careful attention to details.

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

**AVP Support**
- Manages a conflict-free calendar including the coordination of meetings and conference calls held inside and outside Oxy. Confirms all appointments and logistics 24-hours in advance.
- Maintains and organizes an organized filing system of administrative and donor files.
- Coordinates meeting logistics and is responsible for reserving rooms, ordering refreshments, reserving A/V equipment and preparing packets for meeting participants.
- Prepares agendas for all meetings led by the AVP
Major Gifts, Oxy Fund Support
• Drafts office communication and prepares for signature. Proofreads and edits confidential, sensitive information. Ability to compose letters and documents.
• Handles all travel arrangements; books flights, hotels, and responsible for compiling a high volume of trip material including and not limited to donor gift records.
• Assists scheduling of visits with donors.
• Produces detailed expense reports (corporate card as well as out-of-pocket) for each officer on a monthly basis. Works with the budget office to ensure smooth processing of expense reports.
• Maintains accurate and complete records of donor communications for events including proper entry of such data/records into Blackbaud.

Advancement Operations
• Maintain thorough understanding of central clearance and development research protocols to research donor records, request prospect clearance, request research, pull and format reports.
• Tracks proposal submissions and files submitted proposals.
• Coordinates contact and trip reports in a timely manner after travel and prospect visits.

Supplemental Acknowledgement Processing
• Supports the supplemental acknowledgment process for the Associate Vice President, Development, and major gift officers to ensure a thoughtful, complete, and efficient process of thanking donors under management for their gifts.

Other Duties as Assigned

QUALIFICATIONS

• At least three years of administrative or project coordination experience. Experience in higher education or fundraising preferred.
• Ability to thrive in a fast-paced, metrics-driven environment.
• Exceptional oral and written communications skills.
• Excellent organizational skills. Capable of managing multiple assignments from multiple sources; be efficient, organized, detail oriented, and able to meet project deadlines.
• Experience exercising a high degree of initiative, sound judgment, tact and discretion in the execution of assigned responsibilities as well as ability to think through problems.
• Ability to think though and solve problems creatively.
• Must demonstrate good intuition and the ability to adapt to changing priorities.
• Ability to work effectively in a fast-paced and diverse team environment with a wide range of professionals in a variety of functional roles.
• Willingness to take charge in difficult situations and remain calm and collected under pressure.
• Excellent interpersonal skills and a strong customer service orientation.
• Excellent computer proficiency, facility with fundraising databases and evidence of an ability to master these resources.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

May 2021
As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.