Development Coordinator
Institutional Advancement

POSITION SUMMARY

The Development Coordinator plays a key role in the Office of Strategic Initiatives within the Department of Institutional Advancement. The Coordinator provides strategic and intentional support for key fundraising projects and manages related information. They work closely with IA team members and campus partners to advance fundraising efforts. The Development Coordinator manages a small portfolio of corporate and foundation prospects and is responsible for a wide-array of writing assignments, including, proposals and reports as well as gift agreements and fundraising support materials.

This position is represented for purposes of collective bargaining by SEIU.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

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

Corporate & Foundation Relations (CFR)

● Manages a small portfolio of CFR prospects to ensure renewed support for a range of co-curricular programs and in support of scholarships
● Drafts proposals and reports for the grant renewal program and existing programs and contributes to the preparation and writing of complex proposals and reports for new initiatives
● Oversees and facilitates stewardship for endowed scholarship funds
● Maintains CFR deadlines, monitors grant-related initiatives to inform reporting, and tracks proposal submissions for foundation relations
● Develops budgets for standard requests and secures internal approvals for proposal submissions
● Displays discretion with sensitive information, including staff and faculty salaries
● Identifies prospects and collaborates with team members and Prospect Research to inform prospect profiles and fundraising strategies
● Manages site visits for foundation relations prospects/donors
● Attends campus meeting and represents the office at events as needed
Operations, Project Management, and Major Gifts Administration Support

- Provides administrative support to Executive Director and the team including scheduling of group meetings.
- Hires, trains, and manages student workers in consultation with Strategic Initiatives team.
- Gathers and maintains updated information/project plans including budgets, timelines, prospect pipelines, etc.
- Collaborates with Advancement Services to inform tracking and pull reports related to fundraising progress.
- Maintains templates for standard funding opportunities for major gift donors and keeps related gift agreement templates up to date.
- Customizes standard proposals and fundraising support materials for individual donors.
- Manages gift agreement process for Major Gifts and tracks gift agreement production.
- Maintains the office’s digital and hard copy files.
- Plans events related to the Faculty-Institutional Advancement partnership.

Other duties as assigned

QUALIFICATIONS

- Bachelor’s Degree required and at least three years administrative or project management experience.
- Experience in higher education or fundraising preferred.
- Ability to thrive in a fast paced, deadline driven environment.
- Exceptional oral and written communications skills required.
- Excellent organizational skills. Capable of managing multiple assignments from multiple sources; efficiency, detail-oriented, and able to meet project deadlines.
- Must demonstrate good intuition and the ability to adapt to changing priorities.
- Experience exercising a high degree of initiative, independent judgment, tact and discretion in the execution of assigned responsibilities to maintain the confidentiality and integrity of the office.
- Ability to think through and solve problems creatively.
- Willingness to take charge in difficult situations and remain calm and collected under pressure.
- 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 mailto:akeeler@oxy.edu and resumes@oxy.edu.
Additional Information:

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

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.