We believe that alumni, parents, and friends of Occidental are critical partners in the College’s current success and future excellence. As a result, our mission is to create a strong community of alumni, parents, and friends who are engaged with the college and each other as investors who support the College’s mission and strategic plans.

**Summary of Responsibilities**

Reporting to the Vice President for Institutional Advancement the Campaign Coordinator serves as the primary support staff member for the Campaign Planning and Campaign Implementation Teams. This work includes the management of the campaign budget and coordination of all IA searches during the campaign period, support of the Director of Campaign Communications, and support for the primary campaign volunteer groups: the Campaign Task Force (planning phase), the Campaign Cabinet (private phase), the Campaign Steering Committee (private and public phase) and the Campaign Ambassadors (public phase). This position works in close partnership with the Executive Assistant to the Vice President and the Secretary to the Board of Trustees in all BOT related campaign activities.

**Essential Functions**

**Campaign Planning and Execution Support (50%)**

- Support IA leadership in campaign planning with project management support
- Serve as primary liaison to the HR office for all IA hires, performance reviews, and promotions, during the campaign period
- Manage, analyze, and report on the campaign budget and work in partnership with the Executive Assistant to the VP of IA to coordinate with the Business Office on campaign related budget matters.
- Provide administrative support for the Director of Campaign Communications

**Campaign Task Force, Cabinet, and Steering Committee Support (25%)**

- Serve as primary support staff for key campaign volunteers, including members of the Campaign Task Force (planning phase), Campaign Cabinet (private phase) and Campaign Steering Committee (private and public phase).
- Coordinate training and materials for all campaign volunteers.
- Manage the Campaign Volunteer Information Portal (technology TBD)
- Serve as on-campus host for all Campaign Volunteer meetings/activities
Campaign Partner Support (20%)

- Serve as primary support for on-campus campaign partners for campaign related activities. These partners include, but are not limited to, the College Leadership Team, the Associate Academic Deans and the Associate Deans of Students, the Director of Financial Aid and the Information Resources Leadership Team
- Provide support services for the activities of the Campaign Ambassadors Program (student and faculty partners)

Institutional Advancement Duties (5%)

- Understand the mission and priorities of the Office of Institutional Advancement and serve as an ambassador for Institutional Advancement at all times.
- Adhere to the principles of ethics and standard practices as articulated in the Council for Advancement and Support of Education (CASE) Donor Bill of Rights from the Council for Advancement and Support of Education, Association of Professional Researchers for Advancement (APRA) Statement of Ethics and the Association of Fundraising Professionals (AFP) Code of Ethical Principles and Standards as well as the standards of practice of his/her departmental profession, as appropriate.
- Participate fully during the execution of "tent-pole events" including and not limited to Homecoming and Family Weekend, Founders Day, and Reunion Weekend.
- Other Duties as Assigned

Required Skills

- Five years administrative assistant or secretarial experience.
- Proficiency Windows-based programs, e-mail and calendaring tools.
- Familiarity with project management concepts and tools, project management experience preferred
- Experience with relational databases and intermediate Internet search skills.
- Thorough knowledge of general office practices and procedures
- Ability to form productive working relationships with colleagues at all levels of the organization, including external constituents.
- Strong writing and editing skills, including a commitment to accuracy.
- The ability to manage multiple tasks or projects simultaneously; to prioritize work based on organizational goals; and to proactively and creatively support the work of the Campaign
- An outstanding customer service demeanor, excellent organization skills and ability to clearly and professionally communicate with all members of the Occidental community.

Salary Rate: $19.23 - $21.63/hr. with benefits. *(Posted 7/15/15)*

*Please submit a cover letter, resumes with 3 references to resumes@oxy.edu*