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. He/she works closely with Strategic Initiatives team members as well as major gift officers and partners with Advancement Services and the fundraising support team on a regular basis. The Development Coordinator is responsible for a wide-array of writing assignments and drafts, for example, 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.

**Project Management**
- Under direction executes project management, as outlined in project plans to ensure timely coordination with all stakeholders. This entails managing multiple fundraising projects that constitute the foci of the College’s comprehensive capital campaign.
- Maintains Corporate and Foundation Relations (CFR) deadlines and monitors grant-related initiatives to inform reporting
- Gathers and maintains updated information/project plans including budgets, timelines, prospect pipelines etc.
- Works with Advancement Services to inform tracking and pull reports related to fundraising progress
- Attends campus meeting and events as requested

**Operations and Fundraising Support**
- Provides administrative support to Executive Director and the team including scheduling of group meetings
- Maintains Institutional Advancement fundraising policies and procedures as they relate to Strategic Initiatives
- Maintains templates for standard funding opportunities for major gift donors and keeps related gift agreement templates up to date
- Populates standard proposals and fundraising support materials for individual donors
- Assists with the identification and research of potential CFR prospects
- Assists with the preparation and writing of proposals and reports for CFR prospects
- Tracks proposal submissions for foundation relations
- Manages gift agreement process for Major Gifts
- Maintains the office’s digital and hard copy files
- Organizes site visits for foundation relations prospects/donors and manages select events related to the Faculty-Institutional Advancement partnership.
- Hires, trains, and manages student workers in consultation with Strategic Initiatives team.

Other duties as assigned

QUALIFICATIONS

- Bachelor’s Degree required and at least five 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 resumes@oxy.edu.