

Sul Ross State University

Position Description

Official Title: Development Coordinator **Salary Group:** RC 12 non-exempt **Job Code:** 3631
Office of Development & Alumni Relations

Summary

The Development Coordinator provides highly skilled administrative support in the Office of Development and Alumni Relations. The coordinator assists in a wide variety of activities related to university relations including office management, donor and alumni relationship management, event planning, volunteer organization, and exercises independent judgement in a variety of routine and complex office decisions.

Essential Duties

- Assists the Development staff with daily office operations and provides occasional assistance to the President's office.
- Works closely with Alumni, Advancement, Marketing & Communications, and the President's offices.
- Assists Development staff with planning and executing events.
- Produces financial reports for various constituents both internal and external as needed.
- General assistance with specific marketing and/or philanthropic campaigns.
- Provides assistance for database management in Banner and Raiser's Edge.
- Assists with organizational strategies, policies and practices related to use of the donor and alumni relations software including records management, gift processing, prospect development, and reporting.
- Responsible for accurate data analysis and management of all charitable transactions.
- Assists with and/or prepares reports for accuracy such as agreements and Board of Regents Reports; composes correspondence; compiles complex reports which may include research, calculation, and composition; requisitions and maintains supplies of materials; provides individuals and general public with information policies and procedures; make arrangements for travel, meetings, and special programs; operates computer utilizing advanced expertise for word processing, spreadsheet applications, and/or database management; maintains web pages as appropriate.
- Arranges appointments and manages correspondence for the Office of Development and Alumni Relations.
- Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.
- Other duties unique to this department and as assigned.

Supervision

Receives supervision from the Director for Advancement & Donor Relations and occasional supervision from the Director of Alumni Relations.

Given: Supervises student employees.

Education

Required: High School with some college and experience managing office operations

Preferred: Bachelor's Degree with experience in university offices and/or with philanthropic organizations.

Experience

Required: Two years related office and database experience or training. Excellent communication and interpersonal skills, political astuteness, and a strong customer service orientation.

Preferred: Four years related experience including Banner, Raiser's Edge, with part at SRSU or other university. Demonstrated knowledge of principles and practices of gift entry and administration, database and records management, event planning, and prospect development. Bilingual English and Spanish fluency.

Equipment/Skills

Required: Standard office machines; advanced computer skills. Ability to exercise decisiveness and good judgment in situations requiring the evaluation of information to reach creative solutions; Ability to use discretion, exercise good judgment, tact, and diplomacy, and maintain strict confidentiality.

Working Conditions

Usual: Office conditions; standard hours; position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: July 2019