



Job Classification Description

ALUMNI AND DEVELOPMENT PROGRAM COORDINATOR/CSC VSC – UP PAT Bargaining Unit GRADE 11 EXEMPT

BASIC FUNCTION

Maintain the integrity of the data within the College's primary alumni and philanthropic repository. Provide support and coordination for the Alumni and Development programs of the College.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate and administer the annual giving program. Play a key role in overall design of theme and methods. Carry out and coordinate production of written materials, identify and research potential individuals, oversee direct mail and telephone solicitation of alumni, parents and other friends.
- Assist with the production of newsletters, magazines and other regular communications with alumni and friends of the College.
- Assist Alumni Liaison in pursuit of engaging alumni through programs, services and the website.
- Organize and maintain appropriate resource information, files and record systems related to assigned functions, including maintaining data on gifts. Prepare various regular and special reports for senior administrators, VSC personnel and the Board of Trustees.
- Confer regularly with Alumni Liaison, Special Assistant to the President for Development, College President, other College personnel and students to plan and coordinate programs, activities, events, exchange information, investigate and resolve problems, provide technical advice and assistance and the like.
- Represent the College to and work closely with a large variety of individuals and organizations in carrying out all assigned alumni and development functions.
- Using Blackbaud's Raiser's Edge for Windows, output reports, lists, labels and letters, both scheduled and ad hoc, for the Offices of Development and Alumni Relations and the President. Generate a variety of written materials for the Development Office including receipts, pledge reminders, year-end tax letters, etc.
- Input data and update records, record gifts and pledges, corporate gift match eligibility and major donor track activity. Assist Special

Assistant to the President for Development with the major donor files, maintaining the security of confidentiality of the records.

- Periodically prepare diskettes and/or electronic output in fixed field or comma-delimited form for the purpose of “list cleaning”, updating addresses, telephone numbers and wealth indicator appending.
- Track all expenditures for the Alumni and Development Office insuring consistency with budget office reports.
- Coordinate both in-house mailings and preparation of merge lists and documents for outside printing houses and mail house vendors.
- Assist with special events for which the office has primary or shared responsibility such as Homecoming Weekend, Scholarship Dinner, Golden Luncheon 50th Class Reunion and the like.
- Prepare various reports as requested.
- Reconcile contributions received with the Business Office.
- Supervise and train work-study students to insure integrity of data entered into the system.
- Stay abreast of developments and attend trainings related to the development prospect research and upgrades in the current software.

SUPERVISION RECEIVED

Direct supervision is received from the Special Assistant to the President for Development.

MINIMUM QUALIFICATIONS

Associates degree in appropriate discipline, plus three to five years of alumni and development experience, preferably in a college or university setting; or a combination of experience and education from which comparable knowledge and skills are acquired.

- Extensive knowledge and experience with a variety of computer applications, including, but not limited to: Blackbaud’s Raisers Edge, Microsoft Word and Microsoft Excel.
- Good administration and organizational skills.
- Excellent spelling, grammar and editing skills.
- Strong written and verbal communication skills.
- Ability to deal effectively with and represent the College to a broad range of individuals and groups within and outside of the College.

This general outline illustrates the type of work that characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

