

University of Houston – Clear Lake

Position Description

Job Title: **Senior Coordinator, Annual Fund**

Job Code: **3246**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree from an accredited four-year college or university.	Education in Marketing, Public Relations, or Communications an added value.
Experience	Previous development or annual fund experience required.	Annual fund experience in higher-education at a comparable institution.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Develop and execute strategies and plans that expand the donor base (alumni, university family, and community) in ways that also increases the retention of donors and the level at which those donors give, these being the university's future major donors when managed creatively and appropriately. Secures funds from alumni, faculty/staff and community members through various Annual Fund campaigns, including specialty initiatives tied to unique opportunities such as the university birthday, program launches, charter faculty retirements, etc. Manages creation and maintenance of endowment agreements and stewardship reports to endowment donors. Processes all gifts and ensures that donor records are maintained and managed properly. Ensures that UHCL employees receive training needed to perform research on donors and alumni in UHS database (Advance). Serves as primary report generator and management of physical donor files.

Duties and responsibilities

% Time

Plan and implement all annual fund functions including but not limited to: phonathons; direct mail appeals; family campaigns; and any special needs campaigns that expands and retains the donor base in preparation for the comprehensive campaign, e.g., specialty initiatives tied to unique opportunities such as the university birthday, program launches, charter faculty retirements, etc. Duties include: strategic planning of annual fund program; coordinating campaigns with president, dean, or appropriate faculty/staff member; coordination with UHS annual fund office for phonathon implementation; identifying target donors; coordinating services with vendors for phonathons and printing needs; preparing all fundraising materials including appeal letters, confirmation letters, and telefund scripts while supervising part-time development office assistant and work study student. All annual fund-related efforts must focus on acquiring new donors to expand the base, retaining donors in ways the forge stronger relationships, and moving the average donor gift value higher while positioning donors for major gifts years hence.	50
Serves as primary gift processor for the university which includes: distributing GTFs to UHS office of donor and alumni records, reconciling gift reports, identifying giving trends, maintaining pledge commitments; generating gift acknowledgements, and maintaining donor listings for all donor recognition efforts and campaigns/initiatives.	25
Manages all endowment activities including: establishing criteria, serving as liason between UA staff and UHS personnel, preparing annual endowment reports, act as a point of contact for endowment donors, while serving as point of contact between accounting department at UHS	15

treasury.	
Serve as point of contact between UHCL and the UHS donor and alumni records database (Advance). Ensures accuracy of donor records, on-site expert for staff training, and compiles various lists and reports for the university community. Maintains results of all fundraising activities and ensures that physical donor files are maintained in a timely matter while supervising part-time development office assistant and work study student. Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.