

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Annual Fund**

Job Code: **3243**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree from an accredited four year college or university	Educational/experience preferred in Marketing, Communications, English or other equivalent discipline.
Experience	Previous development/annual fund experience helpful	
License/Certification		

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

POSITION SUMMARY

Securing funds and resources for UHCL through implementation of Annual Fund Campaigns; planning appeals with deans, program chairs; creating funding opportunities through specialized appeals; directs and implements phonathon solicitation activities; cultivates, stewards and segments current donor pool so as to maximize all annual fund solicitations. Processes all gifts (cash, in-kind, etc.) to the university. Coordinates distribution of those gifts to the system for entry. Monitor input of gifts, reconciles batch entries, verify monthly system gift reports, create methods to identify trends, generate thank you letters and assist development officers as to potential prospects along with action plans. Assists with the processing of Alumni Association memberships in a secondary capacity. Responsible for maintaining donor records and files, both hard copy and computer generated and is the key point person responsible for all Advance/BSR related issues.

Duties and responsibilities

% Time

Main person responsible in coordinating annual/program/school giving programs for the alumni, students, staff and faculty and outside friends to UHCL. This position will work closely with AVP, Institutional Advancement/Executive Director of Development and Deans in addition to consulting with the UHS Director of Annual Giving as to production and distribution of appeals and as an active participant in design and content of appeals. Secure funds and resources for UHCL through planning & implementation of all Annual Fund appeals. Coordination of solicitation letters with various program chairs, deans & the President.	30
Create various profile tools to assist with solicitation efforts; constant monitoring of significant donor movement and identify ways to encourage lapsed donors to become current donors; develop, implement, monitor and track creative and responsive program related to corporate matching gift program.	20
Processes any and all gifts to the university on a daily basis including but not limited to distribution of GTF to system for input, any and all necessary reconciliation's, verification of weekly system gift reports, assistance in production of quarterly IA report, identification of trends and potential prospects. Assist with Alumni Association membership dues as needed (position should understand all of the Advance system modules). Main contact for all annual fund activities with UHS development personnel and outside annual fund vendors; verifies and monitors production of annual appeal mailings.	20

Responsible for updating all gift logs, verification of all batch notices and production of all thank you letters (coordinate writing/altering of letters with Development Writer on a regular basis. Responsible for accuracy related to donor records, credited accounts, pledge commitments	10
Responsible for maintaining all donor related records including, but not limited to, hard files in the IA office, computer databases, updating of significant donor information. Establish relevant and pertinent reports to assist development officers with charting donors potential, active involvement with "Moves Management", assist with the assigning of and upgrading/down grading of prospects.	10
Assist with the development and implementation of short and long range strategic goals, plans and budgets related to the Annual Fund. Assist in the designing & preparation of quarterly financial reports for AVP-IA to distribute as needed; will serve as key member of IA team related to current & prospective donor issues, reporting ideas & accurate donor files. Work collaboratively with the Corporate & Foundation Development Writer.	10

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