Program Coordinator

Job Description

Position Information

Position Title	Program Coordinator
Position Number	DEVARSUPP05*6896
Department	Development and Alumni Relations
Reports to (Title)	Associate Director of Alumni & Donor Relations

Seated Employee

Employee First Name

Employee Last Name

Job Summary
In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary	Reporting to the Associate Director of Alumni and Donor Relations, the Program Coordinator is part of the team which provides strategic leadership for alumni and donor programs, events, volunteers and communications which complement and support the mission of the College and the Office of Development and Alumni Relations (DAR). The Program Coordinator supports the comprehensive donor stewardship program to ensure donors are acknowledged and informed of the impact of their gifts through a number of activities including manage and execute the gift acknowledgment process; manage data entry and record keeping; lead the annual scholarship report process; assist with the review and mailing of donor stewardship communications; meet annually with campus partners to promote spending and stewardship; and manage the Thank View video platform, including filming, editing, and distributing videos.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.	High school diploma or general education degree (GED)
If a specific degree, certification, license, or registration is necessary, please list.	N/A
Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.	Three years or more
Preferred Qualifications	
FLSA Category	Non-Exempt
Staff/Faculty	Staff

Employment Status   Full-Time

Employment Category   Regular

Essential Staff (emergency   No
situations)?

On-Call?

Essential Responsibilities
List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility
Support the comprehensive stewardship program:
-Manage the preparation and distribution of weekly gift acknowledgment letters and videos including the customization of letters for donors at the Dean's Circle and President's Circle levels.
-Manage monthly specialized communications to tribute honorees, next-of-kin (memorial gifts), first-time donors and loyalty donors.
-Coordinate the distribution of monthly designated gift reports to campus departments/programs and support annual distribution of fund updates to promote effective spending and stewardship.
-Assist with the development, review, and mailing of all donor stewardship communications including fund reports, the annual impact report, holiday greetings, and other special projects as assigned.
-Lead the annual aggregate receipt mailing process.
-Maintain the inventory of donor gifts and support their distribution as needed. Create and manage "welcome bags" for
VIP
alumni and donor guests.
-Maintain the inventory of donor gifts and support their distribution as needed. Create and manage "welcome bags" for VIP alumni and donor guests.
-Support specialized donor relations strategies and events for segmented donor groups (e.g. Founders Circle, loyalty donors, etc.)
-Manage data entry and record keeping for all SMPA records including paper files and Raisers Edge

Percentage Of Time   30

Responsibility
Coordinate the delivery of digital stewardship and communication initiatives:
-Manage the Thank View vendor relationship and DAR's use of the video platform, including script development, filming, editing, and distribution of videos for a variety of stewardship and engagement purposes.
-Collaborate and work with internal and external partners to schedule, film, and produce annual student videos.

Percentage Of Time   20

Responsibility
Oversee Annual Financial Aid Stewardship Reporting
-In partnership with DAR, steward donors and other appropriate contacts of endowed and current use scholarships and financial aid through the coordination of an annual report.
-In partnership with financial aid, manage the collection and maintenance of student scholarship recipient information to inform the development of personalized, impactful reports.
-Manage the necessary data integration for the delivery of the annual reports.
-Assist with the creation and implementation of engagement opportunities between donors and scholarship recipients.
-Generate scholarship statistics, narrative, case studies for use in outcome pieces, publications or for use in prospective donor meetings.
-Serve as a resource for development officers, donor relations staff, administrators, students and donors regarding questions related to financial aid generally and student scholarship recipient contact with donors.

	-Review draft fund agreements for current use and endowed scholarships to assure match with institutional opportunities, current financial aid policies, and stewardship opportunities. - Manage data entry and record keeping for all SMPA records including paper files and Raisers Edge
Percentage Of Time	40
Responsibility	Coordinate communication with campus partnerships around the use of donor gifts: -Manage the distribution of monthly designated gift reports to campus departments/programs. Maintain accurate records of budget liaisons. -In concert with Finance, meet annually with department chairs to provide endowed and designated fund information and discuss effective spending and stewardship. -Serve as liaison to campus partners in the processing and acknowledgment of gifts in kind.
Percentage Of Time	10

General Responsibilities

General Responsibilities	(1) Maintain regular attendance in accordance with department policy. (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. (3) Understand and comply with the policies of the College Staff Handbook. (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. (6) Protect confidentiality of College information. (7) Provide leadership to others through example and sharing of knowledge/skill. (8) Communicate with others in a courteous and helpful manner. (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing. (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?	No
If yes, then check all that are supervised by this position.	
Supervise Student Staff	No
If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)	
Supervise Non-Exempt Staff	No
If you supervise non-exempt staff please enter the number.	

Supervise Exempt Staff   No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

Computer Operations

Please check one of the following

Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

Travel

Please check one of the following   Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis
Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements
How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data   Over 2/3

- Essential or Marginal?   Essential

Effective communication skills   Over 2/3

- Essential or Marginal?   Essential

Composing & comprehending communication materials   Over 2/3

- Essential or Marginal?   Essential

Establishing effective interpersonal relationships   Over 2/3

- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	1/3 to 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	Over 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	1/3 to 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	Over 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	1/3 to 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	1/3 to 2/3
- Essential or Marginal?	Essential

Physical Requirements
How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	Under 1/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	None
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	Close vision (clear vision at 20 inches or less)

Work Environment
How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None

Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)
Additional Information	
Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.	

Position Documents

No documents have been attached.