

The North Dakota State University Foundation and Alumni Association is seeking mission-driven individuals interested in joining a growing team dedicated to connecting people, developing partnerships, teamwork, accountability, transparency, stewardship, communication and service.

The Foundation invites candidates for development coordinator opening, a full-time non-exempt position reporting directly to the Assistant Director of Development Operations. The development coordinator plays a key role in supporting the day-to-day operations of a team of directors of development in support of building enduring relationships that maximize advocacy and philanthropy to support North Dakota State University. Support of daily operations is accomplished through a range of duties in administrative, clerical and technical areas.

Screening will begin December 7, 2018 and will remain open until filled.

Essential Duties and Responsibilities:

1. Work closely with each director of development to provide individualized support
 - Assist with donor relations and stewardship activities (i.e. preparing and mailing birthday cards and thank you cards as well as other unique stewardship touches)
 - Collaborate with other departments to complete projects, tasks, direct inquires and provide follow-up where needed (DCS, Outreach, IS)
 - Gather requested materials for prospect/donor visits (i.e. profiles, CASE statements, stewardship reports)
 - Process statement of intent(s), confirm donor's Heritage Society status and process accordingly
 - Create and/or proof correspondence for mailings (merge-mail and email)

2. Track progress and assist with the director of development's portfolio
 - In partnership with directors of development, help formulate and implement strategies to cultivate relationships and steward donors.
 - Utilize database (Raiser's Edge/NXT) to confirm and/or enter action notes, review for next step, and add next steps to directors' Outlook (calendar/task bar)
 - Submit directors' requests (i.e. research, area pulls) to prospect management and assist in verifying status of prospects in portfolios
 - Provide large project assistance by scheduling and attending strategy meetings: track progress, maintain momentum and coordinate needed reports and information.
 - Assist prospect management team with reports and projects as needed

3. General administrative support
 - Schedule and coordinate development team and prospect management team meetings, record and publish minutes
 - Schedule and coordinate meetings with campus partners, internal and external parties, and other individuals as requested

- Prepare, review and submit appropriate paperwork for monthly expense reports to reconcile credit card statements
- Arrange and confirm travel plans for directors including transportation, hotel and other accommodations
- Provide administrative support to the vice president of development as requested
- Assist with greeting all incoming traffic to the Foundation and responding to inquiries

4. Other duties and projects as assigned

Essential Functions:

1. Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

- Efficiently operate a personal computer and associated software (Outlook, Word, Excel, Raisers Edge, etc.)
- Maintain files accurately, in paper and in software programs
- Maintain records and prepare reports
- Handle multiple tasks simultaneously
- Plan, prioritize and meet deadlines

2. Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.

- Interact in an effective and appropriate manner with diverse populations, internal staff, University community and the public

3. Work cooperatively and effectively with others to resolve problems and make decisions that enhance organizational effectiveness.

- Maintain confidentiality of records and information
- Display excellent judgment and decision making
- Follow through on projects with little supervision
- Identify problems

4. Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Minimum Qualifications:

- High School Diploma or equivalent
- Minimum 2 years of related experience and/or education in administrative support functions
- Exceptional customer services skills
- Excellent communication skills
- Ability to handle multiple projects and possess excellent time management and organizational skills

- Ability to work independently as well as part of a team
- Strong attention to detail and accuracy
- Proficiency with technology including Microsoft Office Suite (Word, Excel, Outlook)
- Professional demeanor

Preferred Qualifications:

- Associates degree or higher
- 5+years of related experience as an administrative professional
- Previous experience with CRM software such as Raisers Edge NXT, or other similar system
- Previous experience in a higher education or nonprofit setting

Physical Demands:

Constantly operates a computer and other office productivity machinery. Manage long periods of computer work i.e.: eye strain and sitting at a desk. Occasionally move about inside the office to access file cabinets, office machinery, etc. Frequently communicates with internal and external customers. Must be able to exchange accurate information.

The position description is not intended to be an all-inclusive list of job responsibilities, duties and requirements: but to describe the standard level of work being performed. Employees may be required to perform other duties as assigned or as required by the needs of the business. The NDSU Foundation and Alumni Association reserves the right to add or change the duties of the position at any time.

For full consideration, applicants must apply online at <https://goo.gl/QqzeLw>.

For a full list of employment opportunities, please visit <https://www.ndsualumni.com/employment>