



## POSITION POSTING

October 2021

**POSITION TITLE:**

**Advancement Coordinator**

**DIVISION:**

**Office of the President**

### OCCUPATIONAL SUMMARY

The Advancement Coordinator is responsible for all clerical operations and administrative support to the Office of Development. This position will help ensure the effective and efficient implementation of fundraising efforts while assisting in maintaining donor and volunteer relations to achieve a strategic, student-centered approach to compliance in support of the University's mission and to integrate compliance with the academic programs of the University.

This position does not supervise others.

### ESSENTIAL JOB FUNCTIONS

- 1. Provides administrative support to the: Division of Institutional Advancement, Department of Development**
  - a. Manages all aspects of the database management system from data input to the application of data analytics and production of reports.
  - b. Manages calendar/schedule for the department.
  - c. Conducts research and briefings on high-level current and prospective donors.
  - d. Helps manage all aspects of donor follow-up.
  - e. Manages the Gift Acknowledgement Program, including composing general and personalized gift acknowledgement letters.
  - f. Conceptualizes and coordinates gift impact reports, conducts research, and interviews fund administrators to create compelling stewardship reports. Tracks the distribution of reports to donors.
  - g. Serves as a key member of the fund development planning team with shared responsibility for project management and implementation of cultivation and stewardship programs.
  - h. Prepares special mailings as needed.
  - i. Assists with other advancement events as needed.
- 2. Serves as the administrative liaison to the Vice President of Institutional Advancement**
  - a. Assists in the preparation of materials for presentations, handouts, and correspondence on behalf of the Vice President.
  - b. Assists in the development of events related to donor cultivation and stewardship.
  - c. Assists in developing communication plans that support fund development.
  - d. Executes administrative duties for the department, including processes for invoices, reimbursements, check requests, and purchase orders
  - e. Processes expense receipts and reimbursements
  - f. Maintains files and other records and documents using the Raisers Edge- donor management database.
- 3. Serves as grants liaison to the Vice President of Institutional Advancement**
  - a. Performs relevant research to identify local and national grant opportunities.
  - b. Keeps relevant staff and grants committee informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- 4. Must maintain absolute confidentiality of donor information and the department administrative affairs.**
- 5. Must abide by the University's policies and adhere to the Department's processes.**
- 6. Operates effectively within established budgetary guidelines.**
- 7. Represents institution at functions upon request.**
- 8. Serves on administrative committees as assigned.**
- 9. Performs other duties as required.**



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**MINIMUM REQUIREMENTS**

1. Bachelor's degree from an accredited college or University in any of the following disciplines: Business Management, Marketing & Communications, Accounting, or other discipline related to the position.
2. Minimum one year experience in fundraising preferred.
3. Proficient in Excel or Google suites and PowerPoint.
4. Excellent written and oral communication skills.
5. Strong organizational, problem-solving, and analytical skills.
6. Ability to manage multiple priorities and meet deadlines.
7. Demonstrated ability to plan and organize projects.
8. Ability to work independently and as a member of various teams and committees.
9. Knowledge of database management.
10. Strong interpersonal and presentation skills.
11. Demonstrated ability to make successful presentations to individuals and/or groups at all levels of an organization.

**APPLICATION PROCESS**

This position is full-time.

No relocation expenses provided.

Interested persons may apply by submitting a resume and contact information to:

**Martin University**  
**Office of Human Resources**  
**2186 N Sherman Drive**  
**Indianapolis, IN 46218**  
**Email: [hresources@martin.edu](mailto:hresources@martin.edu)**  
**Facsimile: (317) 917-3393**

This position is open until filled.