

**DEVELOPMENT OPERATIONS
DEVELOPMENT OPERATIONS COORDINATOR**

November 7, 2011

FULL-TIME: 37.5 hours per week with benefits

BASIC JOB DESCRIPTION: The Development Operations Coordinator reports to a senior member in Development Operations. This is currently an entry level position with opportunity for future advancement.

QUALIFICATIONS: Minimum of Associate's degree or two years of college, five years of general administrative or information technology experience; or any equivalent combination of training and experience; considerable initiative and ability to make decisions and handle routine tasks; proficiency with personal computer/word processing systems including Microsoft Office Word and Excel, and a strong working knowledge of Access; solid background in Information Technology with a thorough understanding of relational databases; experience with SCT Banner is preferred; ability to work under pressure and to independently prioritize deadlines; strong organizational skills; detail oriented; excellent writing and proofing skills; strong interpersonal and communication skills; high energy level, self-motivated; moral character; sense of humor, positive self-esteem; goal and task oriented; able to multi-task; and team player.

ESSENTIAL JOB FUNCTIONS: Retrieve and prepare reports for University Relations staff on the Annual Fund and other University giving as needed. Reports should be developed using SQL (structured query language), pulling from a MySQL database and posted to a web-based platform based on PHP. Perform database retrievals for direct mail solicitations, phonathon, etc. Maintain and update as needed the alumni all-encompassing retrieval and invitation lists for parents, friends, corporations and foundations. Using set parameters, perform database retrievals for major publications such as the Stetson University magazine, Annual Donor Report and others as needed. Responsibilities also include cleaning the list to U.S. Postal Service standards. Coordinate and oversee the receipting and cashiering report processes including data selection and troubleshooting. Both processes are based on the use of Microsoft Access databases which will require updating and troubleshooting from time to time. Coordinate special projects as assigned. **Backup:** Administrative Specialist II: scan checks, circulate copies, review, process and mail outgoing receipts make any necessary changes to receipt and to donor's records. Monthly reconciliation reports with Finance Office. Maintenance of the Development Office and Alumni Office websites.

WORKING CONDITIONS: Requires some physical effort such as standing, walking, frequent light lifting (5-20 lb.), and manual dexterity in the operation of equipment; may require extended periods of time at a keyboard and CRT screen; perceptual demands for sound, form, texture and depth.

TO APPLY: Nominations and applications will be accepted until the position is filled, but are encouraged before June 30 for maximum consideration. Applicants, please forward a letter of interest outlining how you meet the requirements of the position, a copy of your resume, and/or Stetson University application form with salary history and three professional references to: Office of Human Resources, 421 N. Woodland Blvd, Unit 8327, DeLand, FL 32720. FAX: (386) 822-7562. EMAIL: humres@stetson.edu.

Stetson University, an equal opportunity employer, affirms the values and goals of diversity and strongly encourages the applications of women and candidates from historically underrepresented groups.