JOE DESCRIPTION

POSITION TITLE: Donor Relations Coordinator

JOB CLASS: Staff
SUPERVISOR: Donor Relations Director

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: Yes
DEPARTMENT: Donor Relations

POSITION OVERVIEW:
The Donor Relations Coordinator will help support all Department activities to properly acknowledge and steward gifts received by donors to Stetson University. This full-time position will report to and receive supervision from the Donor Relations Director. This person must have a strong professional standing and be able to work with minimum supervision.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
- Bachelor’s degree or equivalent experience required
- Banner database experience preferred
- Advanced secretarial skills including proficiency with personal computer/word processing systems including Microsoft Office Word, Excel and Outlook
- Excellent organizational and written/oral communication skills
- Ability to establish effective working relationships with donors, potential donors, staff, students and faculty

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
- Prepare Presidential and Vice Presidential acknowledgement letters for University-wide contributions
- Coordinate the University’s Gift and Pledge Acknowledgement guidelines
- Coordinate scholarship reporting with department manager
- Coordinate research, preparation, receipt and mailing of varied forms of correspondence to donors for more than 300 funds. This includes coordinating all aspects of student correspondence (tracking, editing, organizing, and both internal and external distribution), as well as helping to manage the donor biographies/corporate profiles
- Retrieve and analyze information from Donor Relations screens in Banner and URWeb and help manage department reports in these databases
- Assist in coordination of annual department events, such as Thank A Donor Days and the Benefactor Luncheon
- Support the Donor Relations Director in all department activities, including working with faculty and staff on impact reporting
- Perform other site and position specific functions as assigned
- Ensure that donors receive all required reports
- Maintain consistent contact and relations with scholarship student recipients
- Administer the stewardship filing systems (paper and electronic) and Banner database coding
- Train, manage and supervise work-study students in the department
POSITION TITLE: Donor Relations Coordinator

- Adhere to all policies, procedures and timelines associated with the Donor Relations program
- Maintain department budget and purchasing records and perform office related tasks: make copies, maintain filing system, answer phones, and order supplies
- Frequently requires hours outside of the normal working schedule

APPLICATION PROCEDURE:
Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.