

**UNIVERSITY OF IDAHO HUMAN RESOURCES DEPARTMENT
CLASSIFIED AND NONFACULTY EXEMPT JOB DESCRIPTION**

Position Title: Annual Giving Program Coordinator

Working Title: Annual Giving Program Coordinator

Position Control Number (PCN):

Title Number: 15819

College/Division: University Advancement

Department/Unit Within Division: Annual Giving

Major Function:

Summarize job responsibilities into a few sentences, which adequately define the position and could be used in any job vacancy announcement.

The program coordinator reports to the Director of Annual Giving. The program coordinator will coordinate and implement activities related to the Annual Giving Program's solicitations. With the goal of growing both donor participation and revenue, this position is also responsible for implementing a select number of program areas within the Annual Giving Program. The program coordinator may be requested to perform other responsibilities at the request of the Annual Giving Program Director. This position is responsible for the direct solicitation of donors.

Organizational Chart:

Draw organizational chart and show where this position fits into organization. (Or you may attach a separate copy of existing organization chart highlighting this position.)

Senior Director of Annual Giving, Advancement Services, and Research
Director of Annual Giving
Annual Giving Program Coordinators

RESPONSIBILITIES:

Make as complete a list of job duties as possible beginning with those which take the greater percentage of the position's time. If supervising or training others, note the number and types/titles of positions, and whether it is direct or general supervision.

The University of Idaho does not discriminate against an individual with a disability in regard to job application procedures, the hiring or discharge of employees, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. Based on this commitment, various job duties on the job description have been analyzed to be essential to this position. Employers can continue to require all applicants and employees, including those with disabilities, to be able to perform the essential, non-marginal functions of the position. Reasonable accommodations may be provided to employees with disabilities to enable them to perform the essential elements of this position. Marginal job functions are ones that an employer may transfer to other individuals or not require to be performed by an individual with a disability. It is the responsibility of any applicant or employee with a disability to inform the Human Resource employment program coordinator that an accommodation is needed either to complete application procedures or to perform the duties of the position.

Responsibility	% of Time	Essential/ Marginal
Manage on-campus student call center, Vandal Connect by:	20	E
Oversee and execute daily operations of the Vandal Connect call center, which includes sharing the shift oversight with annual giving team members. This position will run between two and four shifts a week. Manage student supervisors and callers, assign calling pools in line with segment plan, run and evaluate daily reports for overall center and individual supervisor and caller performance, evaluate supervisors and callers, coordinate center visits with University representatives.		
Coordinate and implement Annual Giving solicitations by:	50	E
Assisting the Director in the design, implementation, and evaluation of the annual giving program; serving as a liaison to constituents in the set up, implementation, and review of yearly telephone outreach campaigns; ensuring letters and mailings to each constituency group are accurate and timely and ensuring accurate and complete selection of each constituency group; providing regular updates to constituencies on the progress of their campaigns; coordinating the mailing of pre-call mail pieces; coordinate process for pledge entry, pledge reminders, and pledge letters; meeting regularly with student coordinator(s) and team leader(s); providing top level customer service to interoffice, advancement units, and external units. Working with designers to develop effective packaging; composing effective fund raising letters utilizing strategic messages; negotiating pricing and coordinate with design, printing and mailing vendors; coordinating and implementing annual giving direct mail solicitation for special campus groups.		
Execute annual giving plans developed for special groups including faculty and staff solicitations, parent solicitations and others by:	15	E
Working with volunteer leadership; leading fund raising efforts which may include direct mail solicitations, phone solicitations, personal solicitations or other methods of solicitation; developing systematic processes to obtain information about alumni and friends who work for matching gift companies; researching and analyzing results during and at end of the solicitation cycle and compile information for reports to make recommendations for improvement program.		
Work with the Director to ensure successful and efficient fundraising campaigns by:	10	E
Working within an established budget; reporting solicitation results to Director on a regular basis.		

Performs other duties as assigned by:

Participating in Office of Development meetings, Annual Giving staff meetings, summer phonathon meetings, and various work groups. Completing special projects and tasks as assigned by Director of Annual Giving.

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MINIMUM QUALIFICATIONS:

Knowledge, Skills, Abilities, and Personal Characteristics:

- Bachelor’s degree and 1-3 years experience in fundraising or related work experience, or a combination of education and/or experience in fundraising or related work experience totaling approximately 5 years
- Excellent writing and communication skills
- Possesses and demonstrates interpersonal relationship skills such that one can work independently and in a multi-layered team environment while fostering positive relationships, teamwork, and cooperation so that the organization can be successful in meeting its goals
- Willingness to travel and work odd hours and weekends
- Familiarity with data-base computer systems and computer applications

ADDITIONAL DESIRABLE QUALIFICATIONS:

Education and Experience:

- Experience in development and/or advancement
- Supervisory experience with direct reports and/or volunteers
- Experience in project management
- Experience with Banner database, MS Word, Excel and Access, as well as with various research resources
- Experience in data management and report compilation
- Evidence of initiative, resourcefulness and ability to prioritize workloads to meet deadlines

By signing this document:

- 1) I understand I am responsible for the stewardship of University human, financial, and information resources by:
 - Acting professionally and in a manner consistent with the University’s mission and core values of learning, community, responsibility, integrity and quality;
 - Comprehending and applying all University and departmental policies, procedures and legal requirements relevant to competently fulfilling the requirements specific to the position;
 - Safeguarding sensitive personal information and complying with all current computer security and computer use policies;
 - Fulfilling workplace responsibilities in supervision, as appropriate, of other employees, volunteers, and students by demonstrating professional conduct and fair and equitable treatment of all employees through both instruction and example;
 - Promptly notifying the appropriate University administrator or official if inappropriate or illegal activities are witnessed or suspected in the workplace.
- 2) I verify that I am aware of, understand, and will meet University of Idaho safety mandates by ensuring compliance with all safety policies, procedures, and work practices as described in the University of Idaho Loss Prevention Program outlined in the University Administrative Procedures Handbook Chapter 35, Sections 31-36. For employees with supervisory authority, these responsibilities include, but are not limited to, providing adequate training, equipment and supervision of employees and when applicable providing employees with job hazard analyses for tasks associated with their positions.

Employee:	Signature	Date: _____
	Name (please print)	_____ V Employee ID #
Approved 1 st Level:	Supervisor/Title	Date: _____
Approved 2 nd Level:	Dean/Director/Department Head	Date: _____
Approved:	Melissa DiNoto, Classification & Compensation Analyst	Date: _____