

Job Title:**Development Coordinator, University****Job Description:**

The Development Coordinator is an entry-level position working within the Offices of Development and Marketing and Communications. This position is responsible for assisting with the development and maintenance of a donor base, fundraising for student scholarships and grants, organizing specialized fundraising activities such as donor and community events, and maintaining compliance standards for donors and funding sources with all relevant regulations and laws.

Reports to:

Vice President, Marketing and Communication, Institutional Development

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

The essential functions (i.e., the fundamental job duties of the position) are as follows:

- Assist in the development and execution of CHSU's annual fundraising plan.
- Fundraising for sponsorships and donations for the CHSU Scholarship Fund under the direction of the Vice President
- Assist the Vice President or designee with fundraising for large donations and major gifts.
- Assist with contacting, engaging, and scheduling meetings with partners, donors, and prospective donors.
- Assist with the development of ongoing relationships with donors and a large base of annual individual and institutional donors.
- Clerical and administrative duties, including creating surveys and forms, tracking donations, maintaining partner contact information, mailing lists, scholarship donation reports, etc.
- Maintain the database and list of current and potential donors, including corporations, foundations, and individuals.
- Coordinates the planning of fundraising events that effectively communicate the mission of the university.
- Assist in developing fundraising and marketing materials to promote the CHSU Scholarship Fund as well as the University and its programs.
- Assist in the planning and tracking of development expenditures to ensure that the budget is used efficiently and effectively.
- Assist with marketing promotions, communications, and project coordination.
- Other duties as assigned.

In the execution of job duties, the employee must abide by all CHSU policies, procedures, and requirements. This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related duties as assigned within the department.

**Qualifications/
Education:****Education:**

- Bachelor's degree in business or other similar degree preferred.
- Other equivalent combinations of education and experience may be considered.

Skills & Experience:

- At least two (2) years of administrative office experience.
- One to three years of experience in fundraising, public relations, media, or communications for higher education or a related field.
- Knowledge of fundraising strategies and principles.

- Strong interpersonal skills with the ability to work with people at all levels of an organization.
- Ability to work under constant deadline pressure and assist with multiple projects across multiple lines of business.
- Excellent oral, written, networking, and communication skills.
- Ability to systematically prioritize and complete multiple projects simultaneously and work with deadlines; keep track of multiple projects and ensure timely follow-up
- Sound judgment, tact, and diplomacy in situations of high sensitivity and the ability to interact with personnel at all levels of the University and community.
- Ability to work in a team environment or independently.
- Superior organizational skills and detail oriented.
- Ability to maintain confidentiality, exercise good judgment, and act professionally, sensitively, and with a high level of discretion
- Ability to anticipate needs and work proactively.
- Efficient and effective time management skills.
- Attention to detail and ability to prioritize duties.
- Experience working with sensitive information and maintaining confidentiality.
- Advanced PC knowledge and skills; proficiency with all Microsoft Office, including Outlook, Excel, Word, PowerPoint, etc.
- Knowledge of form and report development.

Compensation:

CHSU offers a competitive benefits and compensation package. Hourly range for this position is \$22.60 to \$31.25 per hour (\$47,000 to \$65,000 annually), however, salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Development Coordinator** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.