ALUMNI & DONOR RELATIONS
COORDINATOR

**Department:** Office of Advancement

**Reports To:** Vice President for Advancement

**Position Summary:** This position is responsible for providing the Office of Advancement with administrative support in the following areas: alumni relations, donor relations, planned giving, and with the University’s fundraising initiatives.

**Essential Responsibilities:**

**Administrative Support for the Office of Advancement**
- Supports the Office of Advancement which may include meeting preparation, material preparation, room set-up, recording meeting minutes, follow up work, correspondence
- Tracks and updates high profile donor activity and interaction in donor database
- Other duties as assigned

**Alumni Relations**
- Prepares and executes alumni communication
- Provides support for social media strategy, content development, and execution
- Assists in planning and execution of alumni events
- Provides support for alumni requests and inquiries

**Donor Relations and Stewardship**
- Provides donor portfolio support to the University President and VP for Advancement
- Monitors and facilitates moves management for stewarding principal and key donors which may include scheduling, correspondence, material preparation
- Provides support for Scholarship Stewardship programs and initiatives
- Assists in planning and execution of stewardship and donor cultivation events
- Works collaboratively with Stewardship Manager and Director of Annual Giving Societies to provide support for Giving Society communications and stewardship
Planned Giving

- Assists with production of publications (newsletters, e-newsletters) in conjunction with the marketing vendor who provides the content. Responsibilities include proofreading, editing, and providing North Park content (logo, graphic identifiers, photos, etc.) to the vendor as well as working collaboratively with Advancement leadership and staff to produce a thoughtful and customized publication
- Prepares metrics and reports on planned giving marketing efforts as well as donor prospect responses to marketing efforts
- Oversees planned giving donor follow up
- Tracks and documents Heritage Circle members and planned giving donor intentions

Fundraising Initiatives

- Prepares reports, metrics, charts, illustrations as it relates to donors and giving information
- Assists with meeting preparation for active fundraising initiatives
- Provides special and signature event support (e.g. Hawkinson House events, presidential events, donor events, Giving Day, Homecoming, special reunions, etc.)

Essential Qualifications:

- Bachelor’s degree required.
- Experience and references demonstrating accuracy and attention to detail including the ability to prioritize and work independently, responsibly, and meet deadlines.
- Well-developed interpersonal skills and written skills.
- Familiarity with fundraising is desirable.
- Ability to apply an ethical code and good judgment, and to handle confidential materials and situations with highest sensitivity and discretion.
- Advanced knowledge of Windows and Microsoft Office as well as an ability to use electronic databases and conduct sophisticated internet-based research. Raiser’s Edge experience strongly preferred.
- Creative and flexible research skills with ability to analyze, interpret, summarize and present information effectively.
- Personal commitment to North Park’s mission of Christian higher education.

Effective Date: February 2020

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.