



Position Description

Title: Advancement Coordinator		
FLSA Class: Hourly Non-Exempt	EEO Category: Professional	WC Class: 8861
Job Title #: 2000122	Salary Grade:	
Date Approved: June 20, 2017	Purchasing Approval Level: N/A	
Revision Date:	Job Class: Advancement	
Revision:		

Purpose of Position

The Advancement Coordinator is a member of the Advancement Department for Great Circle. The position supports the department's fundraising initiatives, volunteer programming and donor relations for Great Circle, to include researching and recording donor and gift data, special event and volunteer activities, donor recognition and communication tasks, and related projects. The position is supervised by the regional and/or statewide advancement officer.

Major Duties (*Essential Element)

- Coordinate key components of gift requests to include background research, meeting material organization and facility preparation.
- Provide communication in support of cultivation and stewardship of donors and prospects.
- Maintain database systems for records related to purchases, contributions, pledges and activities connected to fundraising initiatives.
- Process donations and acknowledgments with appropriate paperwork.
- Establish and maintain relationships with volunteers and staff
- Assist at special events, volunteer activities and other agency functions
- Other duties as assigned for betterment of Great Circle

Working Conditions

Office environment

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Lifting under 25 pounds may occur frequently while lifting over 100 pounds occurs less frequently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

- Strong customer service focus, excellent time management, oral and written communication skills.
- Must be proficient in Word, Excel and email applications.
- Skills required include organizational and interpersonal skills.
- Possess a current, valid driver's license and meet the Great Circle requirements for insurance.

Required Education and Experience

Experience in marketing, development or office management

Preferred Education and Experience

Bachelor's degree preferred

Experience working in a trauma informed environment

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee's printed name: _____ Date: _____

Employee Signature: _____