



JOB DESCRIPTION

JOB TITLE: Advancement Services Coordinator
REPORTS TO: Vice President for Advancement

GENERAL STATEMENT OF DUTIES:

The Advancement Services Coordinator is responsible for providing administrative support and coordinating Advancement projects needed to meet the development goals of the department. Primary responsibilities consist of project management, event planning, communications and organizing the team to meet deadlines. The position also provides support to help coordinate special events with the office of President. This staff member interfaces daily with administrators, faculty, staff, students, and outside constituents while managing multiple projects and programs toward desired outcomes.

ESSENTIAL FUNCTIONS:

1. Project Management and execution of projects for the advancement team. This will consist of overseeing all events from beginning planning stages, execution and follow up reports of all events. Efficient at coordinating logistics and coordinating details to deliver excellence at all events. Events consist of Leadership Lunches, golf tournament, Women Engage, donor events, alumni events and other activities.
2. Creating and maintaining systems to track and keep on schedule for events, strategic plans and communication plans.
3. Skilled writing for drafting letters, editing, organizing grant and foundation reports and helping create marketing plans.
4. Manage and implement grant proposal and reporting calendar and strategies for all foundations in partnership with the Seminary.
5. Organizes and manages the office of the Vice President.
 - a. Performs administrative work for the Vice President such as information and document processing, maintaining filing systems, record keeping, and managing correspondence.
 - b. Writing letters and editing documents for Vice President.
 - c. Interfaces with the Advancement Directors for overall administration of the office.
 - d. Accomplishes tasks and assists with special projects as assigned.
 - e. Serves as interface between the President's office and Advancement office.
6. Manages communication with constituents regarding direct mail appeals, Alumni Connection newsletter, and pre and post event correspondence.
7. Fulfill obligation to communicate annually with Scholarship Fund Donors including a fiscal year-end statement of fund activity and recipient thank you letter(s).
8. Coordinates the Advancement department budgets and works with respective budget managers in the department.



9. Provides backup and short-term support for Raiser's Edge data entry and reporting in the absence of the Development Associate. Works with the Development Associate to compile research data for reports using independent analysis and exercise of judgment.
10. Other duties as assigned.

EDUCATION/TRAINING/SKILLS/QUALIFICATIONS:

- Bachelor's degree preferred.
- Project management experience required.
- Raiser's Edge/Net community experience a plus.
- Communications and/or marketing knowledge or experience a plus.
- Grant writing and/or management experience a plus.
- Committed personal relationship with Jesus Christ required and a lifestyle consistent with serving at Denver Seminary.
- Strong relational and communication skills with internal and external constituents.
- Approach and handle all work with confidentiality and professionalism.
- Self-motivated and able to solve complex problems with little or no supervision. Able to absorb information quickly and learn along with a servant's heart.
- Makes creative contributions to development strategies, plans, and tactics.
- Strong project management and multi-tasking skills, an inquisitive nature, and a strong track record of creative problem solving.
- Experienced and innovative in database, spreadsheets, budget, project and detail management.
- Ability and willingness to work in a fast-paced collaborative team environment while working under tight deadlines. Able to effectively communicate in oral and written forms and to provide editing and proofreading of print materials.
- Proficient with MS Office and standard office equipment.

OUTCOMES:

- An efficient office will be managed with effective systems resulting in tasks performed on time.
- Events will be coordinated and executed with efficiency and professionalism and all costs and results will be reported with accuracy.
- Department calendar of events will be managed effectively and maintained up-to-date.
- Work well prioritized and delegated; budget within guidelines and allotments.
- The Advancement team will be edified with the presence of this staff member.
- This person will grow personally, professionally, and spiritually as a member of the Advancement team.

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS:

Requires sitting, standing and walking for extensive periods of time and frequent bending, stooping or stretching. Work is performed in an office environment and requires working at a computer for extensive periods of time; eye-hand coordination, manual dexterity, the ability to distinguish letters and symbols, corrected vision and hearing within normal range. Requires speaking and writing proficiently in the English language. Requires working under occasional



stressful conditions. Requires the use of office equipment such as computers, printers, telephones, copiers, and adding machines. Work is generally fast-paced and challenging.

NOTICE TO APPLICANTS:

Please read this job description carefully and ask someone for help if you have difficulty understanding the functions of this job. Please describe any accommodations that you need in order to perform this job.

Accommodations needed:

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THIS JOB AND CAN SAFELY AND EFFECTIVELY PERFORM ALL THE JOB FUNCTIONS LISTED ABOVE.

Signature _____ Date _____