Coordinator, Annual Giving

Job Code 50013180

General Description
Responsible for coordinating annual giving through communication with a constituent niche, including parents, friends, alumni, and students of Texas State University.

Examples of Duties
Liaison between annual giving constituents, Texas State University administration, offices, and departments.
Create e-newsletter.
Implement and evaluate annual giving membership and fundraising activities.
Assist with the management of the Annual Giving office.
Supervise staff.
Complete all fundraising initiatives according to guidelines.
Keep production calendar appropriately updated and maintained.
Maintain the annual giving website.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Word-processing, website editing, and calendar sharing, University policies and procedures.

Skill in: Writing clear and concise proposals/ MOUs, letters, newsletters, policy statements, promotional, and information materials, negotiation, public speaking, mediation, marketing, and supervising staff, determining timing and procedures for presentations of proposals for external support, identifying problems, and opportunities, prioritizing and delegating assignments, working with donors, potential donors, and the general public.

Ability to: Interpret and proofread instructions, policies, procedures, and reference materials, communicate with internal and external entities through motivational speaking, develop strategies and new programs.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements