Coordinator, Resource Development

Job Code 50017742

General Description
Responsible for researching, writing, and coordinating proposals for potential donors for the Development office and University Advancement.

Examples of Duties
Research and write proposal submissions.
Coordinate with Development office to insure appropriate documentation is submitted.
Electronically submit proposals to donors and other funding sources.
Schedule and visit with prospective donors.
Assist in preparation and delivery of final notification of gift(s) and insure gift is properly entered into UA database.
Prepare presentations to present to potential donors.
Write donor focused proposals, charts, graphs, and budgets.
Assist with preparing donor reports for foundations and corporations.
Assist with training of proposal writing for university faculty and staff.
Develop and maintain training materials.
Prepare necessary PowerPoints including graphs and charts.
Perform others duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Microsoft Office- Word, Excel, PowerPoint and computer software and printers, Professional Code of Fundraising, CASE Standards

Skill in: Interpreting and writing internal and external policy and procedure sources and references, drafting memorandums and creating proposals,

Ability to: read and interpret guidelines, UPPSs, federal regulations, correspondence, perform intermediate math, communicate effectively, establish rapport and resolve problems

Educational Experience
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
Bachelors Degree; Experience working for non-profit organization and institution of higher education

Reviewed on 5/17