**Posting Details**

|  |  |
| --- | --- |
| **Winthrop Position Title** | Development Coordinator |
| **State Title** | Alumni/Development Coord II |
| **Class Code** | CC20 |
| **Band** | 05 |
| **Min Salary** | $38,252 |
| **Mid Salary** | $50,394 |
| **Max Salary** | $65,429 |
| **Agency Hiring Range** | $45,000 |
| **Job Purpose** | Reporting to the Vice President for University Advancement, the Development Coordinator  establishes and implements work plans and strategies to secure philanthropic support from  donors interested in supporting intercollegiate athletic programs at Winthrop University. |
| **Job Summary** | Makes personal visits with prospective donors to engage, cultivate, solicit and steward their  gift interest in support of intercollegiate athletics. Plans and executes required local travel.  In collaboration with University Advancement development officers and Director of  Intercollegiate Athletics (AD), manages an active portfolio of 50 prospects in all aspects of  the gift cycle. Solicits gifts and pledges of $5,000 or more. Completes contact and call reports  in a timely fashion on the Raiser’s Edge platform. In collaboration with AD and Athletics staff,  cultivates and solicits corporate sponsorships for athletic events. Coordinates strategies and  planning for Eagle Club fundraising events; supports hospitality needs for Eagle Club  membership events; and assists Eagle Club members with season ticket and parking needs. |
| **Required Qualifications** | Bachelor’s degree; at least one year of professional experience in fundraising or related non-profit  organizational work, intercollegiate athletics, alumni relations, sales, or closely related field; and  a valid driver’s license. |
| **Preferred Qualifications** | Demonstrated success in building donor/client relationships. |
| **Knowledge, Skills & Abilities Summary** | Basic knowledge of fundraising practices and techniques. Proven oral and written communication  skills. Exceptional interpersonal skills and demonstrated success in building strong relationships  with clients and/or donors. Ability to work independently and manage time, travel, calendar and  competing priorities; work in a diverse, fast-paced community; and exercise discretion and sound  judgment managing a portfolio of prospect and donor relationships. High level of comfort with  technology and competency with MS Office software, including Word, Excel, PowerPoint  and Outlook. |
| **License/Certification** | Valid driver's license required. |
| **Type of Position** | Classified |
| **Position Status** | Full-Time |
| **FLSA Status** | Exempt |
| **Hours Per Week** | 37.5 |
| **Months per Year** | 12 |

Position Information

Posting Detail Information

|  |  |
| --- | --- |
| **Posting Number** | 2023013S |
| **Open Date** | 08/12/2022 |
| **Close Date** | 09/19/2022 |
| **Open Until Filled** | No |
| **Special Instructions to Applicants** |  |
| **PLEASE NOTE** | \*Supplemental questions are considered part of your official application. \*Please complete the entire application, including all current and  previous work history and education. A resume will not be accepted or  reviewed to determine if an applicant meets the position qualifications. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* Given the requirements and duties outlined in the job vacancy notice, list your relevant experience and skills.

(Open Ended Question)

1. \* List three characteristics you believe are critical for a successful development officer/fundraiser.

(Open Ended Question)

1. \* Describe your interest in higher education, intercollegiate athletics and Winthrop University.

(Open Ended Question)

**Documents Needed To Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**