

Annual Fund Coordinator

DEPARTMENT

Development/Capital Campaign

POSITION SUMMARY

RESPONSIBILITIES

- 80% Serves as the main supervisor for the UNO Outreach and Engagement Center (OEC) which consists of a staff of students who are employed to make telephone calls to alumni, parents and friends of the University. The Annual Fund Coordinator will be responsible for coordinating all aspects of the phone outreach program, including hiring, training and supervise paid student callers or interns and paid student callers, as well as writing scripts, monitoring statistics and coordinating logistics. Under the direction of the Annual Fund Manager, they will use past performance and current trends to inform calling strategies in order to achieve the fundraising goals of the annual giving program. They will monitor the daily activities and continued effectiveness of the program to identify and recommend opportunities for continued development and improvement for enhanced alumni engagement; donor pipeline development and fundraising success.
- 10% Works closely with and under the direction of the Annual Fund Manager to support all annual fund activities and solicitations, including crowdfunding, appeals and special events relating to donor cultivation and recognition.
- 5% Assists with the production of periodic reports as required for the Foundation's committee members, President/CEO and the Director of Development.
- 5% Performs other responsibilities assigned as needed to meet the goals and objectives of the University of New Orleans

REQUIRED QUALIFICATIONS

- Bachelor's degree
- Applied and analytical thinking skills
- Strong supervisory and training ability
- Proficient in Microsoft Office (specifically Microsoft Word, PowerPoint, and Excel)
- Ability to learn and adapt to new digital platforms and programs
- Demonstrated commitment to a high level of donor/customer service
- Strong team concept and experience working in a results-oriented team environment
- Professional demeanor
- Ability to maintain confidentiality
- Excellent oral and written communication skills
- Solid writing, editing and presentation ability
- Attention to detail and accurate record keeping
- Proven ability to work independently to accomplish goals and establish priorities with minimal supervision
- Must be flexible regarding work schedule, with ability to work regular evening and weekend hours

DESIRED QUALIFICATIONS

- Experience in higher education, marketing, sales, customer service or non-profit fundraising
- Proficiency in use of donor databases and digital platforms, e.g. Raiser's Edge, Blackbaud Net Community, MobileCause, Drupal
- Ability to respond to multiple demands concurrently.

SALARY

Commensurate with qualifications and experience.

DATE POSTED

CLOSING DATE

Position will remain open until filled.

POSITION NUMBER