



**University of Texas at El Paso  
Job Description**

**Job Code:** 7810  
**Job Title:** Coordinator for Donor Relations  
**Department:** Office of Development  
**Reports To:** Assistant Director for Donor Relations  
**FLSA Status:** Exempt  
**Prepared By:** Human Resource Services  
**Creation / Revision Date:** October 27, 2010

**Summary:** Assists in coordinating the President's Associates donor recognition society and with donor-related publications, correspondence and events.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

President's Associates

- Assist in coordination the cultivation and solicitation of leadership annual donors and prospects between \$900 and \$9,999 with a focus on increasing gifts in support of the University, encouraging donors to exhibit a consistent and repetitive giving pattern and identifying major gift donors
- Coordinates the President's Associates acquisition and renewals, ensuring appropriate acknowledgement of new memberships and membership upgrades
- Responsibilities include:
  - donor stewardship activities, including assistance with President's Associates correspondence
  - ensures President's Associates Honor Roll is accurate and complete
  - coordinates the administration of membership and benefits, to include assisting with President's Associates donor recognition events
  - Production and distribution of annual Presidents associates newsletter

Donor Relations, Communications and Stewardship

- Assist in coordination of stewardship and donor recognition policies
- As the Development Office builds its stewardship operation, assist in the management of essential stewardship functions including donor birthday, special occasion and sympathy card distribution
- Track stewardship activities in Raiser's Edge
- Work closely with Directors of Development to coordinate college-based stewardship with that of the Development Office
- Collaborates with Directors of Development to ensure timely and appropriate stewardship of targeted donors

Other

- Understand department's role in accomplishing the University's mission.
- Participate in various committees, professional trainings, industry conferences, and conventions.
- Comply with all State and University policies.

Access to sensitive materials assumes a high degree of confidentiality.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities:** No supervisory responsibilities.



**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** Bachelor's degree from four year college or university within area of assigned responsibility.

**Minimum Experience required:** One year of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Experience with knowledge of principles and practices of fund raising, preferably within a higher education environment. Candidates must have the capacity to produce high quality work and have an intense respect for deadlines.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from moderate to very loud.