



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

Job Code: 9035
Job Title: Advancement Coordinator
Department: Advancement Services
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 14, 2010

Summary: Coordinates and administers specialized development functions, such as managing databases, reporting financial data, developing mailing lists, and soliciting in-kind donations, in support of ongoing or special project funding programs.

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:

Functions with a high degree of autonomy, exercises independent judgment, and provides leadership and coordination for the designated area.

Assists in the development and implementation of goals, policies, priorities, and procedures; communicates and coordinates policies, practices, and procedures with department managers, and reporting agencies.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve workflow efficiency of subordinates.

Manages development databases and updates mailing lists, financial records, and printed labels.

Generates reports of gifts, pledges, donors, and prospects as scheduled or requested.

Oversees donor prospect tracking systems; coordinates gift tracking and acknowledgment systems.

Assists in the coordination of direct mail campaign to reach potential contributors.

Participates in events and projects as shall be deemed necessary to support the broader goals of the division.

Maintains integrity of reports for stewardship to include receipts, pledge reminders, and acknowledgment letters.

Assists with or oversees the installation and maintenance of accounting records to show receipts and expenditures.

Identifies and resolves problems and inconsistencies, determining appropriate corrective procedures.

Provides direct support by retrieving, reporting and customizing demographic and donor data.

Assists in maintaining data integrity within the database by sharing responsibility for maintenance through generation of error reports and data analysis.

Develops reports and queries that will provide information as required by development staff in the cultivation, solicitation, and stewardship of donors.

Prepares test databases and preliminary data files as required. Produces output for such things as alumni directories and mass mailings.

Acts as liaison between departments and internal or external customers.

Participates in various committees, professional trainings, industry conferences, and conventions.



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: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

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 sit; use hands to feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally 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 is usually moderate.