

GENESEE COUNTY

DEVELOPMENT AND ALUMNI COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs duties that require specific program knowledge, and follow specific rules, regulations and procedures. Assignments are characterized by the application of clear guidelines or precedents and can independently determine the needs and priorities required to support professional staff. Serves as a support role to the Foundation Board of Directors. An employee in this class has moderate leeway for the exercise of independent judgment in carrying out tasks, and works under direct supervision of the Vice President for Development and External Affairs. Difficult technical or policy problems are referred to a supervisor for decision, or for a review of recommended action. Supervision is not a characteristic of the position, however the incumbent may oversee the work of volunteers. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Serve as staff lead for planning core fundraising events;
Work with associated volunteers;
Responsible for sending invitations, recording reservations, catering lists and maintaining multiple list for organization and comprehension among volunteers;
Seeks out philanthropic support from individual, corporate along with non-profit and community-membership organizations for donor prospects;
Schedules committee and board meetings, disburses calendar invites, and takes meeting minutes;
Develops and executes a plan of action for the annual fund and related activities;
Oversees the direct mail giving program and associated electronic media giving programs, to include, email, social media and phone;
Oversees ongoing stewardship activities, including entry of gifts into database, donor communications and acknowledgments, annual endowment and named fund reporting, recognition, on-and-off campus donor events;
Answers inquiries regarding scholarship criteria and confirms any changes to criteria with donors, those receiving scholarships and those disbursing scholarships;
Utilizes the Foundations' information system and external sources to identify annual fund and event prospects;
Assist in coordination of orientation and training of volunteers within the foundation, alumni council and event focused committees;
Track calls and contacts on the Foundations information system;
Represent the Foundation at events in the potential absence of the Executive Director;
Does related work as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures, office software and equipment; thorough knowledge of the policies, laws and regulations relating to the program of the particular agency and ability to apply it to recurring work problems; ability to supervise the work of others; ability to understand and carry out complex oral and written directions; ability to prepare correspondence and reports; ability to deal effectively with the public; initiative and resourcefulness; tact and courtesy; integrity; good judgment.

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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 frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 quiet.

MINIMUM QUALIFICATIONS: EITHER:

- A.** Possession of an Associate's degree or higher **AND** one (1) year of full-time paid experience in development, customer service or a closely related field;

OR:

- B.** Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and three (3) years of full-time paid experience as defined in A above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee."

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.