

Position Title:

Philanthropy Coordinator

Department: Office of College Advancement

Supervisor: AVP Advancement

GENERAL DESCRIPTION

The Philanthropy Coordinator reports to the AVP of Advancement and provides centralized, high-level, strategic administrative support to the Philanthropy Team, that consists of all major gift and planned giving officers, Director of Corporate and Foundation Relations and Director of Donor/Trustee Experience & Advancement Communications. In addition, the coordinator will provide support for special projects and events if needed.

ESSENTIAL FUNCTIONS

Under the supervision of the AVP of Advancement, the Coordinator will perform administrative duties, including, but not limited to:

- Meet regularly with the AVP to stay abreast of College Advancement and Communications priorities.
- Field phone calls; manage calendars; filing; monitor and route or respond to incoming communications, as appropriate.
- Make meeting arrangements, prepare meeting agendas and take minutes for bi-weekly team meetings as well as key philanthropy priority initiative meetings, make travel arrangements, and process expense reports as appropriate and according to Pitzer College policies and practices.
- Prepare reimbursements, expense reports, communications requests, facilities requests, purchase orders, requisitions, and other work orders.
- Process and maintain professional memberships on behalf of Advancement staff.
- Prepare reports, any financial data needed for special projects.
- Assist the Director of Advancement Events, when needed on salon events, stewardship visits, Planned Giving Legacy Society luncheon, and other events as they arise.
- Pull standardized reports from Raiser's Edge NXT database and other platforms.
- Create spreadsheets, narrative reports, and presentations
- Run basic queries to provide decision information to leadership
- Synthesize information to prepare reports and summaries as requested
- Prepare monthly analysis report for VP of Advancement & Communications
- Work with the Communications team to ensure appropriate use of Pitzer College logo, seal, spirit mark, colors, fonts and other elements in alignment with Pitzer's Graphic Standards Guide, and secure approval of such use.

- Provide general support to the Philanthropy team. Along with other administrative support, perform other essential duties, as assigned.

Additional Information: While there will be flexibility on how time is spent, based on the needs of the organization, the estimated percentage of time in each area is as follows:

- Support for AVP of Advancement: 50%
- Major Gift Officers: 20%
- Planned Gift Officer: 10%
- Day to day operations/other responsibilities: 20%

Basic Qualifications: Two or more years of college or business school; OR the equivalent in education, training and/or experience. Must have a minimum two to three years of full-time (or the equivalent in part-time) high level administrative work experience in a fast-paced environment or related work experience. Experience working in a nonprofit, higher education and fundraising environment is desirable.

Preferred Qualifications: A bachelor's degree is preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess knowledge, skills and ability to be able to successfully perform the essential functions of the position or be able to explain or demonstrate how the essential functions will be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Speaks English clearly and persuasively, with an ability to convey a passion and commitment for Pitzer College. Engaging and adept at communicating with individuals or diverse constituencies and backgrounds, with an appreciation for collaborative interactions.
- Writes English with attention to spelling, grammar, accuracy, and the needs of the target audience; presents numerical data effectively; articulates a compelling message; and uses various mediums of communication effectively (e.g. emails, memos, social media, etc.).
- Prioritize and plans work activities to satisfy deadlines and expectations. Critically thinks and uses time efficiently and develops realistic action plans.
- Must also be able to juggle numerous projects that have different deadlines and priorities efficiently.
- Must have a keen eye for detail and accuracy.
- Gathers and analyzes information and data skillfully, considering the target audience and stakeholders.
- Must be proficient in the use of database, scheduling, word processing, and spreadsheet software.
- Reliably provides own transportation to off-campus locations/events.

- Is consistently at work and on time, follows policies and procedures, asks for assistance when appropriate, and is receptive to feedback to improve performance.
- Demonstrates a high level of energy to provide strong and consistent customer service while managing a demanding workload, including when working occasional evenings and weekends. Professional demeanor and superior customer service to effectively communicate with both internal and external constituents, including trustees, advisory board members, donors, senior administrators, faculty, emeriti faculty, staff, alumni, parents, friends, students, and the general public.
- Ability to handle sensitive materials and strict observance of confidentiality. High level of tact, maturity and dependability.
- Demonstrated ability to learn new software and platforms quickly

Licenses/Certifications: A valid driver's license and a driving record providing the approval to drive under the College's insurance program.

Time Type: Full-time, 40 hours

Annual Pay Schedule: 12

Work Schedule: The regular hours for this position are 8 am to 5 pm, Monday through Friday. These hours may vary due to needs of the College or department. May be required to work evenings and weekend and will be required to attend College events such as Orientation, Family Weekend, Alumni Weekend, and Commencement.

Work Model: On-campus

Compensation: Budgeted Pay Range: \$22.00-\$23.00

Physical Requirements: This is generally a sedentary position. Must be able to:

- a) Sit for prolonged periods of time;
- b) Operate a computer for prolonged periods of time;
- c) Communicate with others by email, in person and over the telephone;
- d) Read printed materials and a computer screen;
- e) Have the mobility to work in a standard office setting and use standard office equipment;
- f) Assist with the set-up and teardown of event tables, signage and other materials. (Requires reaching overhead, grasping, pulling, pushing, stooping, bending, and twisting); and
- g) Have the stamina to manage a high-volume workload in a fast-paced work environment.

APPLY HERE: https://theclaremontcolleges.wd1.myworkdayjobs.com/en-US/PIT_Staff/details/Philanthropy-Coordinator_REQ-7164

Instructions: Only qualified applicants please.

Application Materials: Upload the following materials to complete your application:

- Cover Letter: Indicate your reason for interest in this position, describe how your qualifications make you an ideal candidate, and explain which of Pitzer's core values best relates to your own.
- Resume: List relevant qualifications and dates of experience.
- Professional References: References will be contacted for select applicants and advance notice will be provided. Provide the names of at least three (3) individuals who can speak to your professional qualifications. Include their business titles, contact information and an indication of how you are acquainted with them (e.g., former supervisor, coworker, etc.).