

Employer: Cedar Crest College, Office of Institutional Advancement

Job Title: Advancement Services & Grants Coordinator (FT)

Supervisor: Director of Institutional & Academic Grants

Job Description: The Advancement Services & Grants Coordinator serves as a vital support role within the Office of Institutional Advancement, providing comprehensive operational assistance to the team. This position supports various aspects of the organization's work, including gift and pledge processing, gift reporting, records creation, prospect research, and grant support. The Advancement Services & Grants Coordinator creates and maintains documentation related to gift and pledge processing for the Office of Institutional Advancement and serves as the liaison with the Finance Office. The Coordinator works directly with the Director of Institutional & Academic Grants to ensure data accuracy and integrity and should therefore have the desire to develop technical skills in database administration, CRM implementation, and systems management.

DUTIES AND RESPONSIBILITIES

1. Accurately process and record all charitable contributions-including gifts, pledges, payments, securities, EFTs, matching gifts, payroll deductions, and gifts-in-kind-in compliance with College policies and accounting standards.
2. Maintain complete and compliant documentation for all gifts and pledges; provide supporting materials for the Finance Office and external auditors as needed.
3. Serve as the primary liaison with the Finance Office to establish gift accounting categories, reconcile monthly reports, and resolve discrepancies.
4. Manage gift/pledge workflows and issue pledge reminders on a regular schedule.
5. Run daily online giving reports and other baseline reports to ensure accuracy of gift and pledge entry and resolve adjustments or staff requests (duplicate receipts, summary statements, etc.).
6. Create and maintain records for alumnae/i, friends, corporations, and foundations; update contact information, employment, and life-event data and complete student-to-alum grad conversions.

7. Produce mailing lists, segmentation files, data exports, gift summaries, donor lists, and other routine advancement reports to support solicitations, events, and donor communications.

8. Conduct prospect research and prepare profiles, briefings, and event attendee bios and support the President's Office with research on potential Board of Trustees candidates.

9. Assist the Director of Institutional & Academic Grants with preparing interim and final grant reports by gathering documentation, tracking deliverables, and helping draft report content.

10. Assist the Director of Institutional & Academic Grants with grant prospecting research, preparing background materials, and collecting letters of support and related application components.

11. Provide coverage for departmental phones and administrative support as necessary.

12. Provide support to IA team members as needed.

13. Maintain confidentiality in all aspects of the position.

14. Other duties as assigned by the Director of Institutional & Academic Grants.

QUALIFICATIONS/REQUIREMENTS

Education & Training

- Bachelor's degree preferred.
- At least one to two years of professional experience in the fundraising field or preferably in a higher education environment.

Knowledge/Skills/Abilities

- Excellent analytical and interpersonal skills, including the ability to express all appropriate information clearly and concisely.

- Excellent computer skills and demonstrated background in Internet-based research with an interest in database administration, CRM implementation, systems management, and technical skill development
- Proficiency working with and exporting information between relational databases, as well as the Microsoft Office suite of products, including Excel.
- Ability to manage several projects simultaneously: set priorities, problem solve, work independently, and meet deadlines
- Ability to react and adapt to changing situations
- Commitment to confidentiality, professionalism, and discretion with sensitive information required.
- Familiarity with fundraising concepts.
- Strong attention to detail and ability to work independently and as part of a team toward common goals.

Physical Requirements and Working Conditions

- Able to sit and stand for long periods of time.
- Able to climb the stairs, lift, bend, and carry up to 20 lbs.
- Able to independently travel throughout campus.
- Able to work occasional irregular, extended and weekend hours as necessary to achieve objectives.

Cedar Crest College is an Equal Opportunity Employer.

Salary Range: \$40,000-\$44,000

Link to Application:

<https://apply.interfolio.com/178482>