

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Advancement & Special Events Coordinator	FLSA status:	Exempt
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DEPARTMENT:	Institutional Advancement	REPORTS TO:	Director of Institutional Advancement
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Position Summary: Under indirect supervision, this position performs routine duties of an administrative nature and assists the Director of Institutional Advancement in day-to-day operations.

Position responsibilities:

- Manage donor database assuring the integrity of data and records, including the accurate entry of all gifts.
- Deposit all funds received to the proper account with the business office and post deposits to the appropriate office journal.
- Prepare and distribute donor correspondence including, but not limited to, gift receipts, acknowledgments, memorial cards, annual reports, thank you letters, and sustainer reminders.
- Assist donors with any questions and/or requests as needed.
- Prepare reports for both internal and external use by reviewing information, preparing materials, entering information into databases, reviewing draft information, proofreading all materials, submitting information to appropriate parties, and filing all essential documents.
- Maintain all aspects of the scholarship awarding process including processing proper forms to process scholarships, notifying and working with all necessary offices to distribute scholarships, and providing stewardship with scholarship donors.
- Track scholarships and recipients to confirm qualification in the spring and monitor for completion or transfer.
- Work as supportive and integrated team member for all initiatives of the Office of Development, Alumni, and Foundation.
- Maintain minutes for all Foundation and Alumni meetings and distribute correspondence to all board members.
- Assist with Foundation fundraisers and maintain campus fundraiser reporting.
- Maintain confidentiality of all records and information, written, or oral.
- Maintain contact with local media and area schools as needed for local print ads.
- Coordinates special events for the institutional advancement office such as building dedications and receptions.
- Attend events, conferences, and donor meetings, as necessary.
- Assist with fundraisers and other special or official functions on campus.
- Assure that recognition plaques are designed and distributed in a timely manner.
- Assist in ordering advertisements, sponsorships, equipment, materials, and supplies by initiating, tracking, and processing requisitions and invoices.
- Other duties include e-mail communications, answering phones, taking messages, and referring calls.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 1 to 3 years' experience directly related to the duties and responsibilities specified.
- Experience working with non-profit and/or in higher education preferred.
- Bachelor's degree required.

Knowledge, Skills, and Abilities Preferred:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of donor management or customer relation management system.
- Strong proofreading skills
- Knowledge of Google Drive, JotForm and Microsoft Office.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.