

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR ASSISTANT, DEVELOPMENT

Reports To: Designated supervisor

UW Job Code: 1281

UW Job Family: 32 - Administrative Support

SOC Code: 13-1131

FLSA: Non-exempt

Pay Grade: 20

Date: 4-1-95 (revised 5-3-00; 7-1-02; 3-13-03; 7-1-04; 7-1-06; 8-29-07)

JOB PURPOSE:

Assist with coordinating and managing development activities associated with expanding solicitation, donation and donor recognition programs for the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with planning, implementing and managing the development programs for a designated area.
- May solicit gifts from donors, donor designees and prospective donors.
- Manage donor recognition programs.
- Develop and write fundraising and marketing materials, including gift/grant proposals and/or program literature.
- Assist in identifying and coordinating research regarding prospective donors.
- Promote and manage special events related to solicitation, donation and/or stewardship.
- Organize and maintain prospect management records of donors, prospects and volunteers.
- Manage specialized relational databases to promote strategic member cultivation.
- Maintain quality control over WPM database operation.

SUPPLEMENTAL FUNCTIONS:

- Organize and lead associated committees as directed.
- Assist with research and development of budget recommendations.
- Perform administrative support activities relating to job assignment.

COMPETENCIES:

- Strategic Planning

- Individual Leadership
- Service Orientation
- Quality Orientation
- Initiative

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Business Administration, Public Relations, or a related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Institutional and mass fundraising, promotional, and/or public affairs programs, methods, procedures, and techniques.
- Class reunion giving campaigns.
- Marketing strategies, processes, and available resources.
- A variety of constituency and/or fund development methods and techniques including mass fundraising appeals (direct mail, phonation, etc.), special event fundraising (ticket sales, auctions, raffles, etc.), proposals/grant development, and/or personal solicitations.
- Alternative fundraising programs, methods and techniques.
- Development program planning, implementation, and management.
- Gift solicitation from a variety of constituencies.
- Coordination and supervision of development activities.
- Fundraising writing and research.
- Cultivation and solicitation methods and techniques.
- Promotion and management of special events related to solicitation and stewardship of donors.
- Donor record maintenance software and systems.
- Committee development, supervision, and administration.

Skills and Abilities to:

- Provide effective communication, both orally and in writing, and interpersonal skills.
- Manage time and multiple projects.
- Organize and execute direct mail appeals.
- Organize and execute phonation/tele-fund program.
- Work effectively with a wide range of constituencies in diverse communities.
- Plan, organize, and coordinate media activities.
- Plan, organize, and coordinate special events.
- Use personal computers and related software applications.
- Maintain records.
- Create, compose, and edit written materials.
- Lead and train staff and/or students.

- Solicit major gifts through interpersonal communication and contacts.
- Provide excellent customer service.
- Organize resources and establish priorities.
- Plan programs and implement them.
- Gather data, analyze information, and prepare reports.
- Persuade and influence others.
- Present effectively to individuals, and small and large groups.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; some positions require occasional travel.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.