

JOB DESCRIPTION



Position Title: Advancement Relations Coordinator

Department: College Advancement and Foundation

Employment Category: Administrative Support

Primary Location: Douglas Campus

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS9

Position Summary: The Advancement and Constituent Relations Coordinator is responsible for the timely and accurate processing of charitable contributions, related communications and record-keeping related to the Cochise College Foundation. Assists with the coordination of advancement and foundation events to include Cochise College Foundation board meetings.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:
Fosters relationships with alumni, donors and volunteers through quality interactions at all levels; oversees the accurate recording and processing of donations and gifts; generates formal gift acknowledgements and provides answers to questions asked by alumni, donors, volunteers and beneficiaries in a timely manner

Assists with an array of activities related to advancement and/or foundation events, to include but limited to ticketing, seating arrangements, meal selection, parking and volunteer recruitment

Provides financial information and statements on Cochise College Foundation accounts to Certified Public Accountant; researches and responds to inquiries by Certified Public Accountant as needed; prepares and makes regular deposits to appropriate accounts; creates detailed activity reports on bank, investment and online giving platforms on a monthly basis and on payroll deduction as data is received; oversees the accounts payable function, generating invoices for donors and ensuring external invoices are paid from appropriate accounts, and reconciles accounts in a timely manner

Manages the donor and volunteer database to include posting contributions, donor and alumni data, and volunteer data; creates various reports for use in decision-making and communications; oversees the maintenance of physical files of pertinent documents

Prepares packets for Cochise College Foundation Board of Directors meetings; serves as an additional point of contact for board members; prepares accurate meeting minutes for board approval; coordinates meeting logistics and meals

Provides general clerical and organizational support to advancement staff and the college president, as needed

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally,

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employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associate's degree from a regionally accredited institution of higher learning recognized by the US Department of Education
Five years related experience
Preference may be given to individuals with experience in higher education

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of current technologies and word processing, donor databases, and spreadsheet software, specifically Microsoft Office applications and Banner
Skill in interpersonal communication and relationship building
Skill in accounting and financial report preparation
Ability to learn new technologies, software and technical skills
Ability to use personal computers and standard office equipment
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes
Ability to operate standard office equipment
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
Ability to work accurately, efficiently, and effectively with all types of data
Ability to maintain accurate office procedures
Ability to work under pressure with frequent interruptions

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

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Reports to: Executive Director of Advancement / College Foundation

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.