

**COORDINATOR OF INSTITUTIONAL ADVANCEMENT**  
**Job Description**

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITIONSTATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 20  
**REPORT TO:** EXECUTIVE DIRECTOR OF ADVANCEMENT & COMMUNICATIONS  
**REVIEWED DATE:** OCTOBER 4, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**

The primary responsibility of the Coordinator of Institutional Advancement is to perform a variety of duties associated with daily operations and performing administrative duties in support of Donor Relations, Scholarship Management, Gift Processing and Stewardship.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the coordination of the scholarship and award programs.
- Maintains online scholarship management system.
- Steers scholarship selection committees for determining financial aid recipients.
- Communicates with faculty regarding departmental scholarships and serves as a resource for scholarship management system trainings and support.
- Works with Marketing and Multimedia for scholarship publicity.
- Reviews/updates scholarship policies and procedures annually.
- Serves as institutional liaison/administrator of large, private-donor scholarships.
- Performs periodic reconciliation of all institutional scholarships and remission funds awarded.
- Coordinates the daily operations of the Stewardship Program, ensuring a timely and efficient process, reporting and accountability to all internal and external constituencies.
- Coordinates details for and assists in the daily production of select donor acknowledgments.
- Coordinates production details for annual stewardship reporting in digital and hard-copy formats from the creation of annual report mailing lists and ancillary materials (e.g., student profiles, student thank you letters, and financial statements). Manages accurate mailing and timely entry of final report in the database.
- Assists with communications, such as annual publications, direct mail projects, electronic communications, web pages, and social media in support of alumni and donor relations.

## **COORDINATOR OF INSTITUTIONAL ADVANCEMENT**

### **Job Description**

- Works in close partnership with the Vice President for Institutional Advancement and Community Relations to adhere to IRS guidelines and industry standards regarding gift and pledge acceptance and receipting.
- Develops, implements and maintains administrative systems and processes to ensure consistency in annual projects and maintains database integrity and project history.
- Assists with planning and implementation of stewardship events and specialized programming such as donor recognition and scholarship events.
- Coordinates annual meetings with various budget authorities to determine the allocation of remission funds for institutional scholarship programs
- Plans, schedules, and executes scholarship information presentations to current and prospective students and their families; participates in outreach events.
- Maintains hard-copy and digital filing system of gift documents in an organized and intuitive manner to encourage self-service.
- Creates and maintains a library of E-mails and letters to communicate with applicants and awardees.
- Meets with scholarship recipients regarding scholarship-related concerns.
- Maintains good communication with the TSC Foundation and maintains solid working knowledge of gift agreements and scholarship criteria.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent written and verbal communication skills.
- Strong project management skills with stellar attention to detail and high degree of accuracy.

## **COORDINATOR OF INSTITUTIONAL ADVANCEMENT**

### **Job Description**

- Must be able to prioritize projects, work independently, and handle confidential matters with appropriate discretion.
- Excellent decision-making skills; willingness to search out answers and be intuitive; ability to recognize when others need to be involved in activities or decisions.
- Demonstrate strong statistical, analytical, and research skills.
- Proficient in research, interpretation, and data analysis with the ability to work collaboratively and independently to achieve stated goals.
- Excellent analytical skills and presentation skills.
- Ability to give advice and/or problem solve, work comfortably with individuals who may be frustrated or hostile, and demonstrate success in working with diverse populations and with those persons with diverse points of view.
- Outstanding capacities for communication, organization, accuracy, follow-through, timeliness, consistency, and detail are essential.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

#### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university in Business Administration or related field.
- Minimum of three (3) years relevant office administration experience.

#### **PREFERRED EDUCATION AND EXPERIENCE**

- Office administration experience in fundraising or communications.
- Prior experience with scholarship awarding, donor relations and/or working with Foundations.
- Professional experience working in a college/university financial aid higher education setting or donor relations environment.
- Previous experience working with underrepresented student populations.

#### **CERTIFICATES AND LICENSURES**

None required.

#### **PHYSICAL DEMANDS**

**COORDINATOR OF INSTITUTIONAL ADVANCEMENT  
Job Description**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

\_\_\_\_\_  
Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Posting Specific Questions**

**COORDINATOR OF INSTITUTIONAL ADVANCEMENT**  
**Job Description**

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a Bachelor's degree from an accredited college or university in Business Administration or related field?
  - Yes
  - No
3. \*Do you have a minimum of three (3) years of relevant experience in office administration?
  - Yes
  - No
4. Do you have office administration experience in fundraising or communications?
  - Yes
  - No
5. Do you have prior experience with scholarship awarding, donor relations and/or working with Foundations?
  - Yes
  - No
6. Do you have professional experience working in a college/university financial aid higher education setting or donor relations environment?
  - Yes
  - No
7. Do you have previous experience working with underrepresented student populations?
  - Yes
  - No