

## **Advancement Services Coordinator**

Point University is a private liberal arts institution that educates our students within a Christian worldview, so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Advancement Services Coordinator serves as the key manager of Raiser's Edge, collaborating with the Advancement Team to enhance fundraising efforts, particularly with alumni, and ensuring accurate gift entry and database maintenance. This role will support prospect research, provide analytical reports, and coordinate advancement-related events. Additionally, this role will assist in budget reporting and offer administrative support to the Vice President of Advancement and other department roles.

### **Responsibilities and Primary Activities:**

#### **Raiser's Edge Management (50%)**

- Work with the Advancement Team to identify and support ways to expand fundraising efforts, particularly with alumni, resulting in increased revenue for the University. Monitor and communicate program progress with periodic results.
- Be responsible for issues of Raiser's Edge, as well as upkeep and sharing of new information with the team, including annual maintenance of the Endowed Scholarship database.
- Perform all gift entry into Raiser's Edge.
- Support the prospect research efforts of the Annual Fund and Capital Campaign as directed.
- Provide analytical/statistical reports/lists as needed by the Advancement Team.

#### **Event Planning (30%)**

- Coordinate all planning details for advancement-related events.

#### **Administrative Management (20%)**

- Assist in budget reporting, analysis and preparation.
- Provide administrative assistance, as needed, for the Vice President of Advancement and other roles within the Advancement Department.

### **Span of Control:**

No direct reports except student workers occasionally and as needed.

## **Christian Commitment:**

- Serve as a Christian role model for students, parents, administrators, faculty, staff, alumni and community members.
- Represent the University in a positive manner to administrators, faculty, staff, prospective and current students, parents, community members, and visitors through Christian conduct, behavior, and presentation on and off campus.
- Demonstrate a vitality of Christian faith through friendship, social ministry opportunities, and church related service.

## **Requirements:**

- Demonstrated experience and expertise in database management, research, and analysis.
- Bachelor's degree.
- Advanced knowledge of Microsoft Office, and proficiency with Internet searches required.

## **Preferred Qualifications:**

- Two years of Raiser's Edge experience preferred.

## **Skills Required:**

- Self-starter who can earn the respect and trust of internal and external constituents and work collaboratively with colleagues.
- Highly organized and detail-oriented, with ability to work and think independently as well as function in a team environment when required.
- Professional with proven track record of successfully managing multiple priorities.
- Excellent communication skills, including oral and written communication.
- Excellent interpersonal skills.
- Strong customer service ethic and high expectations for quality.