

## **WARTBURG COLLEGE**

### **POSITION DESCRIPTION**

**Title of Position:** Office Coordinator – Development

**Preparation Date:** 4/2018

#### Function of Position:

Provide general office support within Institutional Advancement, assisting the Vice President for Institutional Advancement, the Associate Director of Institutional Advancement-Prospect Management and Research, and Major Gift Officers with daily operations. Reports to the Associate Director of Institutional Advancement-Prospect Management and Research. Incumbent works with students, team members, college employees, donors, and/or guests of the college, treating all with respect. Limited evening and/or weekend work for special events (e.g. President's Round Table, Christmas with Wartburg, Homecoming).

#### Principal Duties and Responsibilities:

- 1) Assist the Vice President for Institutional Advancement and the Associate Director of Institutional Advancement-Prospect Management and Research in various ongoing functions: prepare correspondence such as gift acknowledgment, employee matching gift, memorial gift, and/or other donor letters (generate address lists, compose and/or edit letters, create envelopes, utilize mail merge), assist with prospect management data, maintain minutes of staff meetings.
- 2) Provide support to Major Gift Officers with travel arrangements, credit card expenses, donor information.
- 3) Schedule and coordinate meetings with staff and/or external constituents: notify invitees, arrange meeting areas and hospitality needs, assist with travel/lodging arrangements.
- 4) Welcome and greet donors, alumni, students, and staff in person, on phone, and via email/other correspondence, receive guests, provide directions, escort visitors on campus.
- 5) Answer phone, provide information, field questions, take messages, transfer calls.
- 6) Provide logistical support for special events including Christmas with Wartburg, President's Round Table, and other Advancement activities.
- 7) Open, sort, and distribute mail.
- 8) Maintain, organize, photocopy, and file various documents; hardcopy and digital records.
- 9) Prepare payment vouchers, donor and gift reports, budget information, and other materials as requested.
- 10) Perform other related duties as assigned, including potentially supervising student employees.

#### Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

#### Qualifications:

Requires knowledge equivalent to an Associate's Degree plus two years of related experience; proficiency with Microsoft Office (Word, Excel, Outlook); writing, editing, and verbal communication skills; attention to detail and accuracy; aptitude for utilizing a comprehensive constituent database, online tools, and other software/technology resources; ability to collaborate in a team environment; capable of organizing and prioritizing multiple work assignments; ability to contribute to the cultivation of positive relationships on behalf of the college; ability to maintain confidentiality standards in safeguarding donor information/records; appreciation for the liberal arts college environment and mission of Wartburg.

#### Application Procedure:

Send letter of interest including a statement regarding qualities within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.