

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Institutional Advancement Office Coordinator (Alumni & Parent Relations and Annual Giving)

Preparation Date: January 5, 2016

Function of Position:

Responsible to the Director of Alumni & Parent Relations and Annual Giving for providing general office support, event preparations, and editing proficiency. Limited overtime and/or evening/weekend work may be required.

Principal Duties and Responsibilities:

- 1) Preparation for Alumni/Parent Relations and Annual Giving events.(65%)
 - Prepare correspondence and produce mailings.
 - Organize information for program and schedule.
 - Process purchase orders for payment of services.
 - Document deposits for income receipts.
 - Prepare and send mailings for special interest groups.
 - Format and print tickets, posters, award certificates, etc.
 - Enter registrations, process payments for registrants, maintain running total of event numbers.
 - Supervise workers for events.
 - Coordinate meal counts with Dining services.
 - Track appropriate event data to be used in future years.
 - Respond to questions from outside constituents.
 - Events include: Homecoming & Family Weekend, Keep On Learning, student programming events, Alumni tours, meetings, etc.
- 2) Assist with editing publications and emails such as Knightline, and the Wartburg Magazine. (10%)
- 3) Answer telephone; provide information, take messages, or refer. (7%)
- 4) Maintain budgets and expense reports for Alumni & Parent Relations, Annual Giving, Student Homecoming, Alumni Tour and others. (7%)
- 5) Maintain and procure office supplies. (4%)
- 6) Open, sort, and distribute mail. (3%)
- 7) Process alumni update information and prepare address/email lists. (2%)
- 8) Prepare and send various documents and materials to alumni and families; facilitate Wartburg Legacy Program for alumni children. (2%)
- 9) Perform other related duties as assigned, including 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.

Minimum Qualifications:

Requires knowledge equivalent to an Associate's Degree plus two years of related experience. Desired qualifications include experience with Word and Excel, aptitude for utilizing a comprehensive constituent database, aptitude for utilizing a variety of online tools & software, ability to collaborate with others in a team environment, ability to organize and prioritize multiple work assignments, and an appreciation for the mission of Wartburg College.

Application Procedure:

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

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.