AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Development Coordinator
DEPARTMENT: Institutional Advancement
REPORTS TO: Director of Development
FLSA STATUS: Exempt
DIRECT REPORTS: None

SUMMARY: In concert with the Institutional Advancement Team the Development Coordinator is responsible for the strategic planning, analytical assessment, and creative visioning of initiatives to expand and strengthen the fund development program at Austin Presbyterian Theological Seminary. The Development Coordinator will oversee the Raising More Money model as implemented in annual fund development, and will work with appropriate IA colleagues to design and implement additional fund development initiatives that support the Annual Fund and other fund raising programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for the oversight of all facets of Annual Fund development, including, but not limited to; Partner programs, grant writing, direct mail, alumni giving, and employee giving.
- Manage and enhance the Partner program which includes speaker recruitment, coordination and follow up.
- Grant and proposal writing responsibilities for Annual Fund, major gifts, smaller foundations, appropriate corporations, to effect budget relief of existing line items.
- Manage a comprehensive Direct Mail campaign using data segmentation and other strategies for the purpose of acquiring new donors and increasing giving levels of existing donors.
- Communicate on a regular basis with and be available for other duties as assigned by the Vice President for Institutional Advancement.
- Work with Advancement Services team to maintain and update Raiser’s Edge donor records for Partner events, donor contact, and grant funding sources.
- Oversee renewals and gift increases among current Seminary Partners and multi-year donors.
- Build and encourage team approaches to all development challenges. Seek opportunities to engage various facets of the Institutional Advancement team in all key projects.
- Manage and enhance the Seminary’s alumni/ae giving.
- Manage portfolio as assigned by director of development.

MINIMUM QUALIFICATIONS

Education: B.A. or B.S. in related field.
Certifications/Training: None.
Experience: 3 to 5 years experience in a related field.
Special Requirements/Skills: Strong oral and written communication skills. Strong customer service and interpersonal skills. Basic knowledge of computers/software, including Windows, Microsoft.
Word and Excel, and Raiser’s Edge and Basecamp
Knowledge of the Presbyterian Church tradition and its constituents helpful.
Commitment to being a team player.
Agility in multi-tasking.
Ability to organize and prioritize work.
Ability to analyze and summarize data in a clear and concise manner.
Ability to make decisions based on incomplete or imperfect information.
Ability to use discretion and maintain confidentiality.
Maintains a bias toward action.
Ability to work occasional evenings and weekends, and to travel (within the four-state Synod of the Sun and beyond) approximately 10% of time.

**PHYSICAL DEMANDS:**
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 required to communicate extensively with donors over the telephone, to sit and talk or listen, and is occasionally required to stand, walk, reach using hands and arms, and lift light boxes of up to 5 pounds.

---

**Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the incumbent in this position, and assist in evaluating this job fairly and equitably. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. Management may change the duties and responsibilities at their sole discretion, and may request the employee perform duties not listed on the job description. This job description is not a “contract” between the incumbent and the employer.

---

Employee: ___________________________  Date: ___________________________

Supervisor: ___________________________  Date: ___________________________

Human Resources: ______________________  Date: ___________________________