



**Special Fund Coordinator – University Advancement  
Regular Full-Time Position**

Reporting to the Executive Director for University Advancement, the position will be responsible for coordinating fund-raising efforts for special projects, including but not limited to the Snyder Fund, Study Abroad, Scholarship Football, and President's Emerging Leaders Program.

**Primary Duties and Responsibilities**

- Assist in establishing prospective donor lists
- Assist in developing strategies and communication channels
- Coordinate steering committee meetings
- Coordinate special fund-raising events
- Establish and coordinate follow-up strategies
- Plan and coordinate recognition events
- Expand support for PELP through follow-up and new endowments

**Essential Functions**

- Excellent interpersonal skills and ability to establish and maintain positive relationships with supervisors, co-workers, students, alumni and other members of the University community
- Excellent writing skills
- Excellent computer knowledge
- Ability to work independently
- Ability to maintain confidentiality
- Ability to communicate effectively
- Ability to travel and work evenings and weekends

**Qualifications**

Bachelor's degree required. Work experience in fundraising beneficial. Background in working with volunteers and public relations skills beneficial. Good communication skills and excellent interpersonal and organizational skills essential. A background check will be required for the successful applicant.