

**Baptist University of the Americas
JOB DESCRIPTION**

TITLE: Donor Relations Coordinator

DEPARTMENT: Development

REPORTS TO: President's Office

SUPERVISES: Office Admin

CREATED: January 1, 2021

UPDATED: January 6, 2022

STATUS: Exempt

BASIC FUNCTION: The Donor Relations Coordinator is responsible for maintaining, and updating the current database of donors. This includes operational, scholarship and estate dollars. The Donor Relations Coordinator will assist in planning, coordinating, and executing donor appeals as well as aiding in the planning, communicating and writing the board development report. In addition, this position will fill marketing needs including but not limited to, writing articles for a variety of venues, develop marketing strategies for projects, including university website and social media, newsletters and campaigns. This position will assist with all development efforts, those include but not limited to events, programs, volunteer engagement and other development related tasks.

RESPONSIBILITIES/TASKS:

NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.

1. Receive and maintain receipts and receivables of donations and produce thank you letters.
2. Overseeing Gift Detail and Summary Report to verify that Raiser's Edge Appeals and Reference are recorded correctly.
3. Work with the donor staff in drafting a yearlong plan with objectives, goals, and a reasonable timeline regarding cultivation of gifts.
4. Make solicitation calls to external constituents to promote the University to meet the goals set by the development office.
5. Assist in collection of University success stories and or staff stories to be used in external communication pieces; maintain relevant and current list of mission opportunities for donors.
6. Develop a donor and alumni newsletter to be sent out quarterly.
7. Write branding and informative articles for the university to be included in quarterly newsletters, social media and other external venues.

8. Develop a president social media account to ensure social media coverage
9. Create a marketing plan to promote the University via social media, articles, and newsletters throughout the year.
10. Assist the Director of Development with campaigns, and related tasks for such an event.
11. Develop and implement a plan to systematically collect data and fundraise through our alumni.
12. Work with other development staff in maintaining accurate records in Razors Edge with current and future donors.
13. Assist in planning, organizing and implementing all Board of Trustee meetings including, creating development sections for board book and communication with Trustees.
14. Plan and schedule regional gatherings with alumni in order to solidify information and deepen our relationships with our donors. Additionally, building the alumni data base.
15. Plan and implement year end donor reporting including all mailing, organization and contacts.
16. Assist in developing an annual detailed plan of activity or calendar to carry out planned giving and major donor development programs to meet organizational needs with other development staff.
17. Assist in implementing the Universities financial appeals throughout the year as well as writing appeal letters and provide year end gifts for donors.
18. Assist and work with the development work study assigned to the office.
19. Update university website when needed.
20. Manage, and implement the Valero Golf fundraiser program in an effort to enhance the brand of the university in addition to raising funding for the school.
21. Assist with the planning and implementation of the annual University golf tournament.
22. Work with staff and committees as needed to accomplish specialized tasks such as banquets, reporting, capital drives and other events.
23. Effectively monitor trends and changes in development practices and legislation at the state and federal levels and notify leadership of all relevant changes.
24. Collaborate with and achieve actionable results through others; build strong and sustainable working relationships and interaction within the University. Establish excellent working relationships with key stakeholders, including the employees at BUA.
25. Perform general office tasks as required. Accurately prepare and proofread letters, memos, spreadsheets and other correspondence daily; answer phones, take messages and respond to voicemail and email messages in a timely manner.
26. Work successfully as part of a team and be responsible for developing and maintaining strong working relationships with co-workers in the department.
27. Attend and participate in staff meetings and training as required.
28. Perform special assignments, projects, and other duties as required.

Numbers 1-13 are considered Primary Duties for this job.

POSITION EXPERIENCE & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Requires in-depth understanding of development and donor cultivation. Bachelor's Degree in a related field of study is required. Masters Degree in management and/or higher education field preferred.
2. Strong organization and prioritization skills needed.
3. Requires proficient ability to speak, read, and write in English. Proficient ability to speak, read and write in Spanish is preferred.
4. Requires proficient ability to define problems, collect data, establish facts, and draw conclusions dealing with abstract variables.
5. Proven track record of simultaneously and effectively managing multiple projects. Proficient understanding of project management, procedures development and continuous improvement is preferred.
6. Ability to partner with and influence others without direct authority; build consensus and look for collaboration with people from different functions and all levels is required. Excellent team player.
7. Excellent stakeholder management, including strong knowledge and ability to partner with outside businesses and organizations is required.
8. Demonstrated exceptional leadership and management skills.
9. Requires a strong sense of diplomacy and demonstrated success in developing strong collaborative relationships with organizational peers and outside colleagues.
10. Requires recognized ability to meet multiple deadlines by maintaining a high level of organization.
11. Ability to minimize risk to the University.
12. Excellent presentation and influencing skills.
13. Requires ability to maintain confidentiality.
14. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information.
15. Proficient working knowledge and ability to accurately operate and perform computer related tasks with specific equipment and software applications, including Microsoft Word, Excel, Power Point, and Outlook is required.
16. Requires professional commitment to Christian principles and teachings so as to perform tasks and responsibilities in alignment with BUA's mission and vision.
17. Requires ability to speak clearly and make self understood in face-to face interactions; to articulate with extreme accuracy and precision to give directions, speak on the phone, etc.
18. Requires ability to communicate professionally and effectively orally and in writing.
19. Requires ability to establish and maintain effective working relationships with staff, trustees, vendors, students, families.
20. Requires ability to effectively work under pressure and remain flexible as priorities change. Requires ability to work under minimal supervision with sound judgment

21. Requires sufficiently good health to properly discharge duties. Employees who have infectious diseases or skin lesions shall not be permitted to work for the duration of the communicability.

POSITION CRITICAL SKILLS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. **Project/Program Management:** Effectively direct and integrate all aspects of a project or program; ensure that work progresses toward achieving goals and objectives.
2. **Self-management.** Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.
3. **Planning and Organizing.** Establish a course of action for oneself and/or others to accomplish specific goals. Plan proper assignments in order to appropriately allocate available resources.
4. **Leadership.** Create and communicate a clear a vision/goal, gain alignment with appropriate stakeholders, and foster a supportive climate that will achieve the desired results.
5. **Communication.** Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure. Communicate cross-culturally among various cultures.
6. **Research.** Effectively identify, collect, organize, and document data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.
7. **Willingness to Learn.** Promptly assimilate and apply new job-related information and skills.
8. **Creative & Innovative Thinking.** Develop innovative ideas that provide solutions to all types of workplace challenges by adapting traditional or devising new approaches, concepts, methods, models, designs, processes, technologies, and/or systems. Demonstrate a willingness to take fresh perspectives and risks in his/her thinking and seeking out fresh ideas from a wide variety of sources.
9. **Ethics & Integrity.** Consistently earn the trust, respect, and confidence of coworkers and students through consistent honesty, forthrightness and professionalism in all interactions, including meeting commitments and promises.

POSITION CRITICAL BEHAVIORS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. **Team Player.** Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, students and senior leadership, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. **Critical Thinking.** Demonstrate the ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action
3. **Bias for Action.** Exhibit the propensity to act or decide without customary analysis or sufficient information to achieve critical goals or objectives. Includes responsible risk-taking.

4. Self-Starter. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
5. Customer Service Orientation. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction.
6. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular
7. Thoroughness. Demonstrate the ability to balance an attention to detail with the cost and benefit of doing so.
8. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

BAPTIST UNIVERSITY OF THE AMERICAS VALUES:

NOTE: Baptist University of the Americas follows Christ-centered values administered with professional excellence. Organizational values are critical because they define Baptist University of the Americas (BUA) personality and provide our employees clarity about how to behave.

1. Core Values. Our Core Values are behavioral traits that are inherent in BUA; they are:
 - a. Christ –Centered (Self-sacrificing, forgiving and Biblical)
 - b. Baptist (in identity, and foundation)
 - c. Holistic in our teaching and learning (dedicated to the mission and purpose of BUA in higher education.
 - d. Integrity (with our responsibility and respect toward others)
 - e. Cross-Cultural Competency
 - f. Hospitality (providing customer service, internally and externally)
 - g. Community
 - h. Servant Spirit (humble, treat others with respect, put others first, team player); and
 - i. Passion-driven (dedicated to the mission and purpose of BUA as exhibited by perseverance, reliability, and hard work)
2. Expected Values. BUA also holds all employees accountable for those traits which represent minimum behavioral standards: Honesty, Integrity, Respect for Others, Hardworking, Fair-minded, Accountable, and Responsible.

NOTE: Baptist University of the Americas complies with all the employment provisions of the Americans with Disabilities Act.

The purpose of Baptist University of the Americas job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

I acknowledge receipt of this job description.

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

Employee Signature

Date