



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

**POSITION DESCRIPTION**

<b>TITLE</b>	Coordinator Institutional Advancement
<b>POSITION NO.</b>	503096
<b>LOCATION</b>	Lincoln
<b>REPORTS TO</b>	Director Finance and Operations Institutional Advancement
<b>GRADE</b>	CCRIPSA 10
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	N/A
<b>REVISION DATE</b>	December 2012

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**JOB SUMMARY:**

To coordinate College-wide Institutional Advancement and College Relations initiatives, reporting and day-to-day detail-oriented activities for the office.

**DUTIES AND RESPONSIBILITIES:**

- Coordinate and organize all scholarship activities.
- Provide administrative support the Foundation board, Foundation executives and standing committees with administrative support.
- Administrative liaison to the major gift committees.
- Oversee all data entry, recordkeeping and acknowledgements for major gift and planned gift donor.
- Prepare major and planned gift proposals
- Produce revenue, expense and financial reports for the foundation and campaign committees.
- Oversee prospect research
- Coordinate the Associate Vice President schedule and schedule meetings as necessary.
- Represent the Institutional Advancement and College Relations department at select internal committees, functions and meetings.
- Supervise database coordinator/prospect research coordinator, clerical and student workers as needed.
- Other duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computer hardware and software, telephone, fax, e-mail, copy machines, calculators.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Must be computer literate.
- Demonstrated ability in Microsoft Office
- Must be self-directed and able to work independently under the pressure of deadlines.
- Ability to pay attention to details and initiate follow-up procedures
- Excellent communication, interpersonal, and organizational skills
- Excellent telephone skills
- Or any combination of education and experience which is substantially equivalent to the above qualifications.
- Must be able to maintain the strictest of confidentiality of information

**PREFERRED QUALIFICATIONS**

- Associate's Degree or Certificate in Office Technology or related fields
- Previous experience in an administrative/professional office setting required. Experience in a fundraising office
- Experience with fundraising software

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.