

Corban University
Position Description

Administrative Coordinator – Advancement and Alumni/Parent Relations

DEPARTMENT:	Advancement
REPORTS TO:	Director of Development
SUPERVISES:	Student Workers
FLSA STATUS:	Full Time/Non-Exempt
REVISED:	July, 2014

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Advancement Office seeks to provide services and financial opportunities to Alumni and Friends of Corban University. All alumni outreach and fundraising efforts are coordinated through this department. The Administrative Coordinator provides assistance to the Vice President and Directors of Alumni and Development through event planning, overseeing social media and webpages, communications and mailings, database support, publications schedule, fundraising support and helps determine strategies for outreach. This position makes a significant contribution to short and long range objectives of the Advancement Office.

ESSENTIAL FUNCTIONS:

Alumni and Parent Relations

- Oversee management of the master calendar of the alumni and parent events and assist Director of Alumni/Parent Relations in planning and executing event-related activities
- Communicate Department initiatives via social media and other web-based tools including ongoing updates to Alumni webpage, Facebook, Constant contact, NetCommunity
- In the absence of the Director, manage the daily operations of the Office of Alumni and Parent Relations and be responsible to investigate and resolve issues brought forth by alumni and donors on behalf of Corban University
- Support and assist with planning, executing and follow up of most Alumni Events, including outreach and general events. (i.e. Homecoming/Reunions, Christmas Soiree, Theatre, Sports, Senior Grad Finale)
- Serve as guest coordinator at most onsite and select offsite alumni events
- Provide Alumni Database Support on Blackbaud, Raisers Edge and Microsoft Office
- Produce queries and reports to research and analyze alumni and parent information; alert Development Officer(s) of vital information regarding existing or potential donors
- Prepare and maintain mailing list for Corban magazine, giftware, greetings cards, annual calendar and other mailings
- Collect email and video testimonies from alumni and publish Class Notes three times per year
- Ensure alumni publication timelines are met
- Build networking opportunities for alumni and student body, assisting with development, coordination and implementation of a strategy to connect with Young Alumni
- Represent the department at school and community events
- Manage and delegate work to student workers
- Oversee inventory and order supplies; manage equipment and/or campus care servicing needs

Development

- Provide public relations support, manages publication schedule and research data for the Director of Development
- Publish appeal letters and donor communication, advancement event schedule and ensure publication timelines are met
- Research and provide regular reports to support fundraising efforts
- Assist in collating notes and actions from donor visits and record in database
- Assist in donor follow-up
- Attend and assist in development events/activities when requested
- Assist with backup receipting, reporting and other database functions
- Develop working knowledge of fundraising software capabilities and processes
- Assist in keeping the advancement webpage current
- Assist in reviewing and utilizing video documentation of events
- Provide administrative support to Vice President of Advancement and Director of Development

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work in a fast-paced environment; manage multiple tasks simultaneously; self-motivated
- Knowledge of Microsoft Office, Excel and other administrative software applications; comfortable learning new electronic systems
- Knowledge of the principles and practice of office management
- Working knowledge of social media vehicles, including Facebook, LinkedIn
- Ability to prepare general reports, charts, graphs and tables; ability to create and publish web-based communication and presentation pieces
- Strong analytical, organizational, problem solving and interpersonal skills
- Good oral and written communications skills; ability to proof and edit documents
- Work well independently and with a team
- Ability to maintain a high level of confidentiality
- Professional demeanor
- Strong commitment to customer service

QUALIFICATIONS AND REQUIREMENTS:

- At least three years of full time, experience in office management, office administration, business administration or business management
- Experience with planning and coordinating special events required
- Experience with word processing and spreadsheet applications required
- Must be able to work occasional early mornings, evenings and weekends, when required
- Experience working in an education environment preferred
- Bachelor's degree in Business, Communications, Non-Profit Development or equivalent experience
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith

- Candidates should value an environment that reflects the diversity of God’s kingdom, engages in global concerns and connects culturally

WORKING CONDITIONS:

- Schedule may include evening or weekend shifts as needed to support events

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school’s history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu)

Send to:

Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316