Job Description

Job Title: Development Coordinator - Institutional Advancement
Job ID: 13110
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Supports College fundraising activities by providing operational and analytical support.

- Researches potential funding programs and opportunities
- Researches, compiles, and prepares various data for reports and analysis
- Participates in drafting funding proposals, applications, and other correspondence
- Assists with prospect research
- Prepares pre- and post-solicitation materials
- Provides support for fundraising activities and events
- May supervise office operations and/or monitor department budget
- Performs related duties as assigned

Job Title Name: Development Coordinator

CONTRACT TITLE

Assistant to HEO

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Reporting to the Development Director, the successful candidate will perform the following:
- Assists with research of potential individual annual fund prospects with the capacity to make gifts up to $5,000.
- Utilizes the Raisers Edge database to track and manage prospects pool, develop reports and monitor progress and results.
- Implements fundraising strategies for annual fund donors including helping to organize cultivation events throughout the year.
- Works with the Advancement team on maintaining and strengthening donor relationships through effective stewardship of gifts and acknowledgement/recognition of donors.
- Prepares lists, research profiles, and produces useful materials for internal staff meetings and other meetings as appropriate.
- Attends evening and weekend activities as required.

MINIMUM QUALIFICATIONS
Bachelor's Degree required.

OTHER QUALIFICATIONS

The following qualifications are preferred:
- Minimum 2 years' experience in external relations and higher education
- Knowledge of Raiser's Edge and databases
- Excellent oral and written communication skills
- Excellent people and organizational skills
- Ability to work in a fast-paced environment and handle multiple assignments and/or changing priorities
- Excellent computer skills with all Microsoft Office programs, particularly Word and Excel
- Bilingual skills in English and Spanish
- Availability to work evening and weekend hours

COMPENSATION

$41,623 - $50,568

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the cuny website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings."

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references

CLOSING DATE

Open until filled (Search Reopened)

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.