

Job Vacancy Notice

Job Title: Development Coordinator

Job ID: 20756

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Division of Institutional Advancement at Hostos Community College works in helping to provide higher educational opportunities to traditionally underserved students in a multi-lingual, multi-cultural learning environment. As a partner in our shared goals there are many ways to support Hostos, now and in the future, with gifts that will “keep on giving.” Hostos has experienced a wonderful growth since its inception in 1968 and we welcome your generosity in our continued expansion.

The division of Institutional Advancement at Hostos Community College is seeking a Development Coordinator. The selected candidate will report to the Development Specialist and will be responsible for the following:

- Assists with research of potential individual annual fund prospects with the capacity to make gifts up to \$5,000.
- Utilizes 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, researches profiles, and produces useful materials for internal staff meetings and other meetings as appropriate.
- Attends evening and weekend activities as required.
- Assists with the coordination of fundraising events.

QUALIFICATIONS

Bachelor's Degree required.

The following qualifications are preferred:

- Two (2) years' experience working in a development setting
- Available to work evening and weekend hours

CUNY TITLE OVERVIEW

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

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$40,815 - \$45,957; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

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

Please attach resume, cover letter and three professional references.

CLOSING DATE

August 2, 2019

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.