

Kalamazoo College
Position Description

Title: Office Coordinator, College Advancement

Work schedule: This is a half-time position, regularly scheduled to work year-around 20 hr/wk, 1040 hr/yr. Occasional weekend and evening hours are required for Advancement events, including Commencement and Homecoming.

Immediate supervisor: Director of Corporate and Foundation Relations

Position summary: The Office Coordinator performs administrative support for the Office of Corporate and Foundation Relations (CFR).

Responsibilities:

- Assists Director of Corporate and Foundation Relations with preparing and submitting proposals and grant reports.
- Maintains tracking lists for initiatives in CFR, supports prospect portfolio management and performs other records maintenance in Colleague donor database as needed.
- Conducts basic research related to the philanthropy of foundations and corporations using the College's database, hard files and internet-based resources. Compiles research into profiles for use by members of the administration.
- Assists in planning and implementing donor events, including reserving facilities, arranging menus, preparing mailings and other materials, and tracking reservations.
- Carries out administrative functions including preparing reports, securing needed approvals, tracking expenses, monitoring budgets, and handling the timely reconciliation of College credit card statements.
- Makes travel arrangements as needed, including air, hotel, and ground transportation.
- Answers the College's main phone line as part of a rotation schedule.
- Homecoming and Commencement are core responsibilities of the Advancement division. Barring unforeseen emergencies, staffs selected events at Homecoming and Commencement.
- Performs other such general and specific duties as may be assigned, consistent with the goals, objectives and interests of the College and the Office for College Advancement.

Qualifications:

- High school diploma or equivalent required; college or equivalent experience preferred.
- Proficiency with Microsoft Office required; ability to learn new computer applications required.
- Excellent oral and written communication skills; proofreading and editing skills; ability to draft formal correspondence, reports, etc. Exceptional accuracy and attention to detail a must.
- Must be able to work independently with minimal supervision, and demonstrate problem solving ability.
- A strong service orientation and a willingness to help others.
- A strong aptitude for working with others; a strong sense of tact, sensitivity and diplomacy.
- Basic accounting skills required.
- Personal integrity and professional confidentiality essential.
- Ability to work assigned office hours, including flexible scheduling within the normal 8am to 5pm, Monday-Friday workweek to meet department's needs. Occasional evening and weekend hours required; including Homecoming and Commencement weekends, as assigned.
- Physical requirements of the job include the ability to work in an office environment with extensive use of computer and telephone; ability to lift and carry up to ten pounds; ability to read and write and to process paper documents; ability to move within and between campus buildings, indoor and outdoor.

To apply please visit Kalamazoo College's employment page at <https://reason.kzoo.edu/hr/employ/staff/CFROffCoord0819/>.

Primary consideration will be provided to applications received by September 5, 2019.

An equal opportunity employer, Kalamazoo College is committed to equal rights, equal opportunities, and equal protection under the law. Please be invited to review our full EEO statement by visiting <https://www.kzoo.edu/about/nondiscrimination-policy/>