



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE: Coordinator – Institutional Advancement

LOCATION: Institutional Advancement

REPORTS TO: AVP of Institutional Advancement & College Relations

GRADE: CCRIPSA 10

WORK SCHEDULE: Non-Standard, 35 hours per week

SUPERVISES: Clerical and Student staff as necessary

BASIC FUNCTION:

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

ESSENTIAL 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.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

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.

QUALIFICATIONS:

Associates Degree or Certificate in Office Technology or related fields preferred. Previous experience in an administrative/professional office setting required. Experience in a fundraising office preferred. Must be computer literate. Demonstrated ability in Microsoft Office required. Experience with fundraising software preferred. 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 essential. Excellent communication, interpersonal, and organizational skills required. Excellent telephone skills required. 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

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period.

TTY: (401) 825-2313. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor