

<b>Job Title</b>	Associate Annual Giving Coordinator
<b>Department</b>	Institutional Advancement
<b>Classification</b>	Classified
<b>Job Description</b>	<p>The University of Texas Permian Basin invites applicants for the position of Associate Annual Giving Coordinator for the Office of Advancement.</p> <p><b>REPORTS TO:</b> Vice President for Institutional Advancement</p> <p><b>SALARY RANGE:</b> \$48,000.00 to \$50,500.00, depending upon qualifications.</p> <p><b>GENERAL RESPONSIBILITIES:</b> The Associate Annual Giving Coordinator assists with plans and supports the University's Annual Giving Programs with overall responsibility for appeals to all constituencies.</p> <p><b>SPECIFIC TASKS AND DUTIES:</b></p> <ol style="list-style-type: none"> <li>1. Assists in planning and implementing strategies for the continued growth of annual giving, in coordinating all direct mail, email, phone-a-thon, personal face-to-face, and online appeals. Provides support for all annual giving programs and events, including assessment, budgeting, record keeping, and successful staff support for all events and activities on and off-campus which involve the alumni, parents, and friends of the University.</li> <li>2. Assists with the comprehensive Annual Giving Programs: General alumni solicitation, Reunion Year Giving, Matching Gifts, Parents, Friends of UTPB, Senior Campaign, Athletics, and Faculty &amp; Staff programs.</li> <li>3. Works with senior staff and major gift officers to help coordinate Annual Giving Program efforts for advisory board members and major gift prospects.</li> <li>4. Identify prospective major giving prospects while performing duties.</li> <li>5. Assists with communications with all constituency groups and analyzes R.O.I. for appeals and direct marketing.</li> <li>6. Accurate and effective data entry and maintenance of annual gift programs data in Raiser's Edge.</li> </ol> <p><b><i>The above statements are not a complete list of all responsibilities and duties performed by employees in this job. Employee may perform other related duties as assigned by the Vice President for Institutional Advancement</i></b></p> <p><b>CONDITIONS OF EMPLOYMENT:</b></p> <ol style="list-style-type: none"> <li>1. Employment is subject to an introductory period to monitor employee performance. If hired, the prospective employee must present documentation within three (3) days of hire date to establish their identity and employment eligibility as required by Immigration and Customs Enforcement (ICE).</li> <li>2. The University of Texas Permian Basin is an Equal Opportunity/Affirmative Action Employer. Women and underrepresented groups are encouraged to apply.</li> <li>3. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.</li> </ol>

4. EOE, including disability/vets.
5. UTPB participates in e-Verify.

The University offers an excellent compensation package that includes a broad range of employee benefits including free health insurance (employee only) as well as a generous retirement program. We invite you to learn more at [www.utpb.edu](http://www.utpb.edu).

**SCHEDULE:**

This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee, your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

**Required  
Qualifications**

**REQUIRED QUALIFICATIONS:**

1. Bachelor's Degree required.
2. Two (2) years of direct experience in annual giving programs or related advancement experience, preferably in a non-profit environment.
3. Have demonstrated analytical and fundraising skills with the ability to recognize opportunities, identify critical, high pay-off activities and prioritize them to attain goals.
4. Be a well-rounded, disciplined, detail and results-oriented, self-motivated, and energetic individual.
5. This position requires an individual that understands person-to-person relationships and who has the ability to convincingly articulate needs and goals that motivates potential donors to make gifts.
6. Ability to successfully pass a criminal background check.

**EXPECTATIONS:**

The incumbent is expected to have or possess:

1. Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business or educational reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
2. Provide leadership and analytical thought processes to decision-making and have successful interpersonal skills to facilitate collaboration, operational improvements, and the implementation of administrative best practices.
3. Ability to establish long-term partnership relationships with stakeholders.
4. Ability to effectively express ideas effectively in oral and written form. Competence to compose and edit correspondence, proposals, and reports that may require the ability to relay complex or adverse information with tact and diplomacy. Ability to provide effective dynamic presentations and speak in front of both small and large groups of people.
5. Possesses research, analytical, and critical thinking skills. Knowledgeable of current qualitative and quantitative data collection, retrieval, and analysis techniques and the application of such methods in a fundraising setting. Ability to compile and interpret complex data and prepare evaluative summary reports and correspondence.
6. Ability to organize resources, establishing priorities, schedule work assignments, setting priorities, and aligning strategic plans within the available budget. Have the ability to balance multiple tasks with accuracy to details and the ability to work well under pressure and to meet deadlines.

	<p>7. Has advanced knowledge of Microsoft Office (specifically, Word, Excel, and Outlook) to implement, develop, and maintain computer-based business operations. Self-motivated to stay current with emerging office technologies and recommend and implement improvements.</p> <p>8. The ability to travel locally and nationally for University business.</p> <p>9. Engage in meaningful and intentional professional development appropriate for areas of responsibility.</p> <p>10. Carry out all responsibilities and objectives in a professional manner.</p> <p>11. Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.</p> <p>12. Accept and render constructive criticism in a professional manner.</p> <p>13. Adhere to the policies and procedures established by The University of Texas Board of Regents, Texas Higher Education Coordinating Board, and The University of Texas Permian Basin.</p>
<p><b>Preferred Qualifications</b></p>	<p><b>PREFERRED QUALIFICATIONS:</b> Bachelor's Degree, advanced degree preferred.</p>
<p><b>Physical Demands</b></p>	<p><b>PHYSICAL REQUIREMENTS:</b> Physical strength/endurance to enable him/her to perform/participate in the following activities:</p> <ol style="list-style-type: none"> <li>1. Physically able to lift various materials up to 25 pounds on an occasional basis.</li> <li>2. While performing required job tasks, physically able to bend, crouch, and reach continuously.</li> <li>3. While performing required job tasks, physically able to remain seated, frequently to continuously.</li> <li>4. While performing required job tasks, physically able to remain standing up to 15% of the time.</li> <li>5. Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.</li> </ol>
<p><b>How to Apply</b></p>	<p>Visit <a href="https://utpb.peopleadmin.com/">https://utpb.peopleadmin.com/</a> or contact Marisol Chriesman for more information at <a href="mailto:chriesman_m@utpb.edu">chriesman_m@utpb.edu</a></p>