

Development Coordinator, Philanthropy American Career College

Summary:

- Reporting directly to the Director, Foundations & Community Relations, also assists the Executive Director, Philanthropy within the Office of the Shareholder in support of philanthropic programs.
- Supports related activities performing a variety of diversified and confidential administrative support duties which require a range of skills and knowledge.
- Coordinate processes for Foundation incoming and outgoing donations, scholarships and awards including scholarship portal support, committee meetings, processing approved and declined applications, follow up with awardees and creating awardee packet for finance team.
- Support donor stewardship programs and fundraising campaigns.
- Create outgoing correspondence for donations and awards in coordination with multiple departments. Input data with accuracy into multiple databases and scholarship programs for tracking of volunteerism, incoming/outgoing donations and receipts, scholarship programs, alumni activities, and related programs.
- Assist in the preparation of meeting agendas, memos, presentations, and correspondence; completes a variety of non-routine assignments; Coordinates busy and shifting office calendars including scheduling and coordinating meetings, and attends meetings for the purpose of recording, preparing and distributing minutes and reports; processes confidential and sensitive information.
- Please note that this is an **Onsite** position where you will work in the office daily.

Responsibilities:

- Support fundraising activities for nonprofit foundations including identifying/compiling key information, build relationships and collaborate with associates, organization wide to understand and organize ongoing activities, process data and correspondence, and track progress of programs. This may include CAN campaign, external grant seeking, donor/prospective donor meeting preparation and organization as examples.
- Support scholarship process including collaboration with key stakeholders, decision making committees, school Deans and Program Directors, support process of Wizehive scholarship program to input data/criteria, create scholarship outreach to applicants, be a resource to applicants if needed, forward to committees for review and support members as needed, summarize responses and scores, support final decisions with Director, correspond with awardees and non-awardees with updates, secure from awardees information required to create scholarship check, organize awardee information for payment processing, support delivery of awards to both internal and external locations, track scholarship activity overview.
- Support donor stewardship activities including compiling of information and outcomes related to programs supported by donors, assisting in the creation of formal donor reports including Community Impact Report and HSE Academy Impact Report, coordinating onsite meetings at campus locations including location, meals, material preparation, audio visual if required and collaborating with campus-based associates.
- Support confirmation of outgoing donation acknowledgments and receipts required. Includes tracking and reporting of receipts received, monthly review of missing receipts, outreach to external non-profit staff to secure documentation and upload/input of data to database and information sharing with finance team as needed.

- Assists in incoming and outgoing donation information and materials being input into Raisers Edge philanthropic database. Uploading of historical data, input of ongoing activities and production of reports/summaries from available queries.
- Produce documents (PowerPoint, Excel, Word, etc.) with a high level of polish suitable for executive level review. Demonstrate ability to take information and concepts and translate them into professional level documents.

Education: Bachelor's Degree is preferred.

Licenses/Certifications:

- Certified Administrative Professional (CAP) designation preferred.

Knowledge/Experience:

- A minimum of three years' experience performing increasingly complex and highly responsible office and administrative support work of which at least two years involved administrative support work in an executive/senior management business office environment preferred.
- Experience supporting multiple tasks in high paced environment. Evidence of displaying an entrepreneurial approach to task management. Ability to take control and manage tasks independently to closure.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Experience in non-profit organization preferred.
- Proficiency in Microsoft Office Suite.
- Proficiency in Mac computer preferred.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Team player with very strong interpersonal skills and the ability to build relationships with stakeholders, both internal and external.

Salary Range:

- \$55,931 - 75,501

To Apply:

<https://jobs.americancareercollege.edu/job/irvine/development-coordinator-philanthropy/29205/55679535696> .