Job Summary:
The Development Coordinator will provide administrative support to the Executive Director of Development and Development team of the Donald Bren School of Information and Computer Sciences on a wide range of projects, programs, and other matters relating to Development efforts. The Development Coordinator will perform analysis of complex, confidential and sensitive issues which support the objectives and activities of Development team:

Inform the Executive Director and Development staff members of the emerging issues and events that impact giving efforts and provide analyses and recommendations on office management and policy issues. Serve as a liaison and respond with tact and diplomacy for the Executive Director through verbal and/or written communications. Prepare and review gift transmittal forms for required and complete information, draft gift acknowledgement letters as appropriate, and conduct a comprehensive review of all data to ensure accuracy. Collaborate closely with the ICS Dean’s Office and coordinate with ICS staff to compile updates on activity with principal and leadership gift prospects and ensure that tracking reports are updated and shared with appropriate staff on a regular basis.

Special Condition: May be required to work occasional additional hours for events and workload management

Job Description:
Job Essential Function 1
Percent of Time: 70%
ADMINISTRATIVE SUPPORT:

- Perform coordination of complex, confidential and sensitive issues of a broad scope related to donor relations, major gift fundraising, and communications which support the professional objectives and activities of the Development team.
- Maintain calendar for Executive Director and Development team by scheduling appointments, meetings and other events with a variety of high level executives, staff, faculty, major donors and prospective donors. Provide supporting files and background materials in preparation for all activities.
- Respond to requests for Executive Director's involvement in meetings in a timely manner.
- Plan and arrange business meetings for the Executive Director with university officials and staff, faculty, major donors and prospective donors for the purpose of discussing UC and ICS initiatives, promoting the University, and soliciting major gifts for the campus. Secure meeting space, arrange for catering, prepare meeting materials and conduct meeting follow up as requested.
- Screen incoming telephone calls and visitors. Provide information when possible, or direct callers to the appropriate person/department.
- Independently research and compile data from a variety of sources, evaluates and analyzes data, prepares detailed information, reports and recommendations for the Executive Director and Development staff involving biographical information, charts, graphs, financial/budget information, special projects and presentations for meetings.
- Establish and maintain complex filing and electronic tickler system for all correspondence, reports and other documents, and utilizes these to conduct follow-up/reminders with the Executive Director and Development team.
- Serve as liaison with major donors, faculty and staff. Respond to a wide range of frequent requests for information, data, background/biographical information by major donors, campus officials and staff, business executives, and government officials in a timely fashion.
- Communicate effectively and in a highly professional manner through email, telephone calls, and correspondence. Ensure follow-up to the appropriate person has been made. Prepare, assemble and mail packets, meeting notices and other information to donors/potential donors in an attractive and timely fashion.
- Make various arrangements for meetings, tours, and small events including but not limited to: conference room space, catering, preparing budget expense spreadsheets, parking, trash, directional signs, alcohol permit, notify appropriate internal staff as needed (e.g. Environmental Services, Facilities, etc.), confirm with participants by creating and sending agendas and scenarios/timelines, directions/maps, name tags and tent/place cards as needed. Event set up and event clean up.
- Attend events as required (may include some evening and weekends) to welcome participants and guests, check in and complete specific event-related assignments.
- Draft, format and type a wide range of materials including acknowledgement letters, correspondence, memoranda, proposals, reports, email and meeting agendas and minutes. Edit all materials to check for spelling and grammar accuracy.
- Prepare regular reports to track mileage and expenses for reimbursement for the Executive Director and Development staff members.
- Prepare forms to request reimbursement of expenses, purchase of office supplies, and payment of invoices and establishment of purchase orders. Ensure all financial transactions are documented appropriately and completed in a timely manner.
- Create invoices, provide Foundation W-9 form, banking details or stock transfer instructions if requested.
- All KFS reimbursements (corp visa, cash, Palcard) for donor cultivation and stewardship items/meals, office supplies; all event related expenses and reimbursements for Executive Director and Development team.
- Make all travel and lodging arrangements while complying with University policy.
- Review all mail on a daily basis and sort according to priority. Pull background files and other materials needed for responses.

Job Essential Function 2
Percent of Time: 20%

GIFT AND DATA ADMINISTRATION:
- Prepare and review gift transmit forms for required and complete information. Draft gift acknowledgement letters as appropriate. Work with various staff and faculty to obtain signatures for approval, gather necessary back-up paperwork showing intent of gift, and forward to appropriate departments (Finance, Gift Administration, etc.)
- Review weekly University Advancement $250 + Gift Report and notify the Assistant Dean and Development Staff of new gifts to ICS each week. Prepare acknowledgement letters from the Dean and Executive Director, or others, as appropriate.
• Independently request various reports from University Advancement data bases as requested including fundraising reports, donor and prospect lists, mailing lists, etc. Conduct a comprehensive review of all data to ensure accuracy for its respective usage.
• Extract complex data from reports and prepare/format the data in summary reports.
• Coordinate all biographical updates with University Advancement IT as needed.
• On a monthly basis, request and compile reports monitoring fundraising activity. Compile summary reports and distribute as necessary.
• Research, gather and analyze information from the web to assist in preparing proposals, presentations and reports.
• Format data for use in mailing lists, including producing mail merge documents as needed for events or publications and other materials mailings.

Job Essential Function 3
Percent of Time: 10%
PROSPECT MANAGEMENT:
• Assist in entering contact reports into Advance as requested by the Executive Director or Development staff.
• Establish and maintain confidential files to track donors and prospects.
• Coordinate with ICS staff to compile updates on activity with major, leadership and principal gift prospects. Ensure that tracking reports are updated and shared with appropriate staff on a regular basis. Based on strategies and timelines, follow up to ensure that agreed-upon prospect activities are taking place as planned.
• Report on activity to Executive Director and Development staff as needed.
• Communicate updates on principal/leadership gift prospects, as needed, to the principal gifts office.
• Request research on prospective donors as requested. Follow up to ensure requests are fulfilled and that research is reviewed by the Executive Director or Development staff and filled appropriately and confidentially for future reference.
• Develop calendar/tickler system to follow up with the Executive Director and Development staff on activity with assigned prospects.

Skills, Knowledge and Abilities:
Required:
• Ability to organize a diverse workload, to prioritize projects, work independently and use initiative, organize and follow through with complex tasks and to establish strategies and action plans to achieve targeted objectives within set timeframes.
• Excellent interpersonal skills to relate easily and effectively with people within and outside the University, including both strong written and verbal communication skills.
• Ability to handle sensitive, confidential information and requests generated by high-level business executives, major donors or campus administrators.
• Ability to research, properly evaluate information, and prepare concise, well organized reports, summaries, and correspondence.
• Design effective office systems and procedures to handle a large volume of projects, incoming materials, and concurrent deadlines.
• Demonstrated skill in writing and editing grammatically correct business correspondence.
• Knowledge of where to go within the organization for needed information and ability to judge what information should be passed on to different levels of management.
- Ability to work independently as well as collaboratively with Advancement staff, volunteer board members and vendors to achieve defined goals
- Resourceful in finding appropriate solutions to problems and initiative in presenting alternatives and implementing solutions to ensure effective change.
- Ability to anticipate problems and take necessary action to eliminate or mitigate potential negative effects.
- Ability to analyze data, interpret relationships, and determine appropriateness in order to recommend decision in its use.
- Ability to review expenditure detail, prepare accurate expense report, and prepare operating budgets for events.
- Maintain advanced proficiency using MS Word, Excel, PowerPoint.
- Customize data reports upon customer requests.
- May work occasional evenings and weekends.
- May be required to drive on occasion in order to perform the routine or essential job responsibilities for the position.
- Must possess a valid California drivers license and participate in the DMV Pull Notice Program.

Desired:
- Knowledge of UCI accounting policies and skill in preparing accounting forms such as invoices, travel vouchers, purchase orders, check requests in order to process invoices.
- Knowledge of the Advance Database.
- Working knowledge of various University policies and procedures.
- Working knowledge of the dynamics of fundraising and the concepts of development for academic institutions

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/5025071-development-coordinator