**Development Coordinator**

**Office of Development, UL Lafayette Foundation**

**Position**

Responsible for raising private philanthropic support for the University of Louisiana at Lafayette through annual solicitations, major gifts, and planned gifts. Provides support for Development team members as well as donors. This is not a classified position, and the applicant would work for the Foundation, not the University.

 **Responsibilities**

* Serves as subject-matter expert on development policies and procedures. Independently manages processes. Proactively educates stakeholders on policies and ensures compliance.
* Actively monitors Development staff data entry required for frequent, periodic reporting. Coaches team on entry standards, ensures reports are accurate, and briefs Senior Director on reports.
* Manages list and report requests for Development Officers from Advancement Operations, clarifying questions for report writers and verifying accuracy of the data. Assists Development Officers with management of reports, lists, and other Excel projects.
* Serves as Development liaison to the Events staff. Proactively communicates with Office of Development staff on actions associated with Advancement events. Ensures Development event standards are met.
* Prepares briefing books for donor meetings, events, and Development travel.
* Proactively prepares materials and reports for Development Officers and Development Management donor visits as well as identified required follow-up.
* Provides effective and timely responses to donor requests as appropriate.
* Masters the use of internal systems to retrieve data, input new information, and answer questions from donors, Development Officers, and university leadership.
* Assists with assigned donor campus visits for Development staff. Plans all aspects of transportation, meals, and meeting schedule with high degree of accuracy and customer service.
* Receives and dispatches incoming correspondence and phone calls, using independent judgement to determine appropriate action. Manages all associated actions that do not require the Senior Director of Development and/or Directors of Development.
* Composes and types letters as directed or independently in accordance with the office procedures. Reviews and edits outgoing materials for neatness, accuracy, and consistency with policy.
* Prepares documents and reports in advance of staff meetings, leadership meetings, and board meetings. Attends administrative meetings to take minutes and proactively execute on identified action items.
* Organizes and manages Office of Development physical and electronic files.
* Evaluates and analyzes data and processes to continuously improve and meet fiscal year fundraising and Development Office goals.
* Serves as lead project manager for a variety of assignments, creating a project workflow, assigning tasks to staff, and ensuring deadlines are met.
* Performs other duties as assigned.

**Requirements**

* Bachelor's degree required
* Minimum 2 years of professional business operations experience in office/admin setting required
* Excellent oral and written communication skills required
* Proficiency in MS Excel, Word, Outlook, PowerPoint, Internet Explorer required
* Experience in a non-profit academic setting preferred

**Application Process**

Submit a cover letter, resume and three references to the UL Lafayette Foundation, Office of Development by emailing sharyn.donnell@louisiana.edu.