

# ANNUAL GIVING COORDINATOR (PART-TIME)

Department: Office of Advancement

Reports To: Annual Giving Manager

Position Purpose: Works with Annual Giving Manager to support the Annual Giving Program. The Annual Giving Coordinator will be responsible for setting goals and objectives for the North Park Phonathon Program, as well as managing five Student Supervisors and 30 Student Callers. The Annual Giving Coordinator will also assist the Annual Giving Manager with direct mail and e-solicitations, as well as provide data entry support to update constituent biographical information. Hours (day and/or evening) would be 20-29 hours a week

Essential Responsibilities:

1. Supervising the North Park Phonathon staff (5 Student Supervisors and 30 Student Callers). This includes monitoring Phonathon progress and goals and planning revisions as necessary.
2. Leading student recruitment, hiring, training, and scheduling for all Phonathon staff.
3. Ensuring pledge considerations, commitments, and constituent requests are updated into Raiser's Edge or forwarded to Advancement staff members.
4. Track and report Phonathon statistics and metrics to Annual Giving Manager, and provide weekly forecasting and Phonathon projections.
5. Enter Phonathon data into Raiser's Edge and ensure all Phonathon materials are mailed in a timely manner.
6. Assist in the production and implementation of Annual Giving direct mail and e-solicitations, as well as ensuring timely mailings of these materials.
7. Updating biographical information such as addresses, phone numbers, email addresses, and spousal information into Raiser's Edge.

Essential Qualifications:

- A bachelor's degree from a college or university.
- Possess a clear understanding and personal commitment to North Park University's mission of Christian higher education.
- An ability to communicate effectively (oral and written) with students, administrators, faculty, staff members, and outside constituencies.
- An ability to coordinate multiple tasks and handle periods of pressure and stress.
- An orientation to detail and precision.

- Intermediate personal computer skills, including routine database activity (preferably Raiser's Edge), and Microsoft Office programs (i.e. an aptitude sufficient to maintain records and schedule tasks.)
- Able to work in the day and/or evening.
- Prior experience in Phonathon programs preferred

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.

Effective: December 2017