



Job Title: Resource Development Coordinator
FLSA: Non-Exempt
Position Type: Full-time
Department: Resource Development
Reports To: Chief Marketing and Development Officer
Location: Denver, CO
Date Modified: October 5, 2017

Position Description

The American Indian College Fund (College Fund) strives to positively impact the lives of American Indians by supporting their higher education and career objectives. College Fund team members believe education is the answer and collectively we raise funds, provide scholarships, and holistically support students in achieving their goals.

This position works directly with the Chief Marketing and Development Officer (CMDO) and the Resource Development team in support of the College Fund's strategic objectives and will manage specific departmental functions/projects, including event management, as well as provide direct project and administrative support to the CMDO. Initiative, professionalism and discretion are imperative to success. This position shares in the front desk operations to provide professional and efficient management of visitors, telephone calls and messages.

Essential Job Functions

1. Provides direct administrative support to CMDO and Resource Development Department.
Examples of administrative support include:
 - a. Administering travel plans and travel preparation
 - b. Departmental budget development, tracking and administration
 - c. Meeting scheduling, administration and attendance
2. Participates in departmental planning and implementation, including:
 - a. Event planning (i.e., Flame of Hope Gala/events, donor-driven events, third-party events)
 - b. Student Ambassador participation and logistics
 - c. Raiser's Edge and Luminate Online needs for fundraising events and donor communications
 - d. Department collateral
 - e. Donor cultivation and management
 - f. Oversight of department inventory, including collateral and supplies

3. Responsibilities for front desk administration include:
 - a. Receives and directs telephone callers and visitors in a professional manner
 - b. Ensures knowledge of staff whereabouts and maintains accurate and complete information for the Daily Schedule
 - c. Manages the incoming College Fund general email and voicemail messages
4. Supports College Fund teams as requested and takes on special projects as needed.

Job Requirements

Competencies

- Strong computer skills, with expertise in Outlook, MS Word, Excel, and PowerPoint
- Strong writing and editing skills
- Demonstrated ability to work as a proactive self-starter with the capability of problem solving and managing details
- Ability to organize and meet deadlines for a wide variety of job assignments
- Ability to communicate and work effectively with internal teams and external constituents
- Budget tracking experience

Preferred Qualifications

- Advanced presentation development and PowerPoint skills
- Experience with fundraising, including building donor relationships
- Experience with marketing
- Event planning and implementation experience
- Experience with non-profit CRM applications (such as Raiser's Edge, Luminate Online, Team Raiser)

Education/ Experience

- Associates Degree required, Bachelor's Degree preferred
- 4 years progressive relevant experience with the above requirements

Work Environment and Physical Activities

- Ability to lift up to thirty pounds
- Multi-tasking with a variety of different responsibilities
- Ability to travel via airplane or car (limited)
- Ability to work extended hours as needed (limited)

Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.

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