



POSITION ANNOUNCEMENT

Job title:	Senior Coordinator, Principal Gifts		
Department:	Office of Principal Gifts		
Hours:	40+ per week		
Opening:	March 1, 2017	Closing:	Open Until Filled
Classification:	Exempt, Professional	Benefits:	Yes

General Position Summary:

The Senior Coordinator, Principal Gifts will work with the Associate Vice President for Principal Gifts to identify, steward, cultivate and solicit individuals or families who typically have a rated capacity of at least \$1M and will benefit from a high-touch, life-long relationship. This work is done collaboratively with many units across the University Development Program (UDP), and the Senior Coordinator will play the role of chief program coordinator, ensuring that we are focusing on the development of meaningful relationships and transformational giving.

Working closely with the Associate Vice President for Principal Gifts, the Senior Coordinator, Principal Gifts will strategically direct all support activities for top prospects and ensure consistency and accountability for this important cohort of donors.

The Principal Gifts program serves our University of Arizona donors and prospects that have the capacity and affinity to make transformational and/or legacy gifts to any area of the UA, with an emphasis on the power of ongoing, high touch relationships with these donors and prospects.

Supervisory Responsibility:

No supervisory responsibilities at this time.

Essential Functions/Major Responsibilities:

- Manage the Principal Gifts portfolios of the Associate VP for Principal Gifts and the future Directors for Principal Gifts.
- Manage communications with donors and prospects, including drafting and editing correspondence, proposals, letters of intent, gift agreements and stewardship reports and various correspondence.
- Ensure execution of next steps and follow up with key stake holders after meetings.
- Lead workgroups to assign responsibilities amongst University Development Program (UDP) colleagues holding members accountable for stewardship and related deliverables.
- Serve as liaison with the University Development Program Events team, helping to coordinate logistics for cultivation, solicitation and stewardship events or visits. Enter Raiser's Edge actions, notes, and next steps. Help coordinate invitation lists for events and dinners.

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Essential Functions/Major Responsibilities (Cont.):

- Identify and prioritize principal gift prospects for travel by UA and UAF presidents, key leaders, development officers and faculty.
- Develop, track and execute a comprehensive program of stewardship for Principal Gifts prospects.
- Proactively evaluate plans and makes recommendations for donor relations strategies, with particular attention to custom stewardship and meaningful engagement of Principal Gifts donors and prospects.
- Ensure information related to gifts is properly recorded, shared and tracked and that a clear understanding of gift reporting, acknowledgment and stewardship steps exists.
- Analyze and manage new gift information and communicate with Principal Gifts team and relationship managers.
- Serve as liaison with the UDP Stewardship team. Create and manage an ongoing comprehensive timeline/management system for stewardship initiatives, incorporating action items for stewardship and recognition.
- Communicate with, and support Principal Gifts team members and campus Development Officers to fulfill stewardship action items.
- Actively seek stewardship opportunities across campus and develop information about principal gift donor particular interests. Match stewardship opportunities to interest areas for cultivation.
- Develop programs, activities and systems to employ stewardship as a fundraising cultivation tool.
- Working with UDP Prospect Research team, conduct research on donor histories; summarize donor contribution to the University, and develop strategies in additional areas of interest for future donors.
- Work on special projects or other duties as assigned.

Specific Job Skills:

- Proficient skills in Microsoft Word, Excel, Outlook and PowerPoint; advanced skills Preferred.
- Ability to deal with and use discretion with confidential information.
- Ability to take initiative, be self-directed, and prioritize multiple tasks.
- Strong time management and organizational skills.
- Ability to work well with others in a dynamic & interdependent team environment.
- Working knowledge of Raiser's Edge or similar database.
- Excellent written communications skills; ability to prepare formal minutes, meeting notes, and general correspondence for supervisor's signature.
- Ability to coordinate and manage various projects and tasks while regularly consulting with appropriate sources to ascertain status of projects in progress and troubleshooting, making adjustments, and meeting deadlines.
- Ability to synthesize information from several sources to inform decision making.

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Minimum Qualifications:

- Bachelor's degree in a relevant field preferred, and/or an equivalent combination of education and experience OR:
- Minimum three years of experience required, working in higher education, health, or nonprofit/fundraising environment.
- Demonstrated interpersonal and communication skills to interact professionally, diplomatically and productively with colleagues and contacts at all levels.

Preferred Qualifications:

- Experience using complex relational databases; Raiser's Edge experience strongly preferred.
- Demonstrated competencies with business and financial sources, and the ability to retrieve, organize, and analyze complex information.
- Demonstrated understanding of prospect management, research, reporting and analytics.

Work Environment:

- Minimal in-state travel may be required.
- This position works in an office environment with close work on a computer.
- Willingness and ability to work evenings and weekends as required.
- Willingness and ability to travel to various offices and departments across campus and/or non-campus locations for Foundation or University business required.
- Valid driver's license required.

To Apply:

Please send a letter of interest, resume, and three professional references (include job number **PG1707** in the subject line) to:

The University of Arizona Foundation
Attn: Human Resources
1111 N. Cherry Avenue, Tucson, Arizona 85721
***E-mail: hrdept@uafoundation.org**

E-mail submission is the preferred method in Word or PDF format

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