

# FHSU FOUNDATION JOB DESCRIPTION

Employee Name: TBD

Position Title	Division	Reports to
Digital Development Coordinator	Development	Director of Annual Giving
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt/Hourly <input type="checkbox"/> Exempt/Salaried	TBD

*Note: This position is a fully on-site role at the FHSU Robbins Center in Hays, KS.*

## POSITION SUMMARY

The Digital Development Coordinator, reporting to the Director of Annual Giving, is part of a high-performing, donor-centered team responsible for assisting the Fort Hays State University Foundation in building solid relationships with its donors and achieving its annual giving goals. Using a variety of channels (email, social, video conferencing, and phone) and technologies, the Digital Development Coordinator stewards an assigned portfolio of donors by providing outreach and information that increases their engagement with Fort Hays State and regularly solicits them for annual gifts and cause-based initiatives. The Digital Development Coordinator will oversee four student employees who will each carry their own assigned portfolio. This position is also responsible for assisting the Director of Annual Giving in the operations of existing and emerging Annual Giving campaigns.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions of this role include, but are not limited to, the following:

- Manage a portfolio of annual giving donors. Cultivate relationships with these donors via email, phone, social, video conferencing, and texting.
- Supervise four part-time student employees who are responsible for multi-channel outreach and stewardship of annual giving donors.
- Execute monthly communications across the assigned portfolio to ensure consistent and relevant donor communication.
- Solicit donors to make new gifts or upgrade their recurring gifts. Promote current giving opportunities, such as university priorities, crowd-funding projects, and Giving Day.
- Identify when an annual donor expresses major-gift potential and work with the Development Team to refer these prospects to the appropriate Director of Development.
- Develop and maintain broad knowledge of the university, such as admissions, athletics, academics, and alumni engagement.
- Assist in managing operations of existing and emerging Annual Giving campaigns and events.
- Provide excellent customer service to alums and friends. Assist colleagues at special events and meetings, as needed.
- Maintain confidentiality of constituents and data at the highest level.
- Perform any other related duties as required or assigned.

## MINIMUM QUALIFICATIONS

- Bachelor's degree and one year of professional experience in direct sales, fundraising, marketing, or a similar industry required. Education and experience equivalencies will be considered.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Fort Hays State University in areas such as academic programs, athletics, admissions, etc., helps fulfill the requirements of this position.

- Adept at using general office technology (hardware and software), Microsoft Office 365, social media, text, phone, and video conferencing tools.
- Strong written and verbal communication skills.
- Strong collaboration and organizational skills.
- Excellent interpersonal skills, strong work ethic, and readiness to engage alums and friends in a high-paced environment.
- Skilled at navigating and using databases and familiarity with CRM systems preferred.
- Ability to create strong professional relationships across various mediums.
- Able to comfortably solicit donors while articulating a strong and compelling case for support.
- Handle interpersonal relationships maturely, thoughtfully, and empathetically, including the ability to work with individuals from diverse backgrounds.
- Handle constituent information responsibly while also adhering to the confidential policy.
- Prioritize, organize, and complete various tasks with a high level of detail and accuracy.
- Apply creative and critical thinking while applying sound judgment and conducting oneself with integrity.
- Draft, proofread, and edit effective correspondence and creative solicitation materials.
- Hardworking, driven, adaptable, self-motivated, goal oriented; ability to see the big picture, collaborate and reprioritize work accordingly.
- Viewed as an important member of a spirited and dedicated team; conduct demeanor professionally in all aspects of language, attitude, appearance, and organization.
- Passionate about Fort Hays State University, and the mission of the FHSU Foundation and the Alumni Office.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk, hear, use hands or fingers with repetitive motion, handle or feel objects, tools or controls, stand, walk, sit for long periods, reach with hands and arms, and balance. The employee may occasionally be required to kneel, crouch, push, stoop, or pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus and repetitively stare at tech screens for long periods of time. The noise level in the work environment is usually moderate.

A valid motor vehicle operator's license and acceptable driving record is required. All offers of employment, and continued employment, are contingent upon a satisfactory background check, including but not limited to criminal, driving records, employment verification, education verification, etc. The FHSU Foundation is an Equal Opportunity Employer, a drug-free workplace, and complies with ADA regulations, as applicable.

#### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.