



THE UNIVERSITY OF TOLEDO FOUNDATION

WE'RE HIRING!



ADVANCEMENT SERVICES COORDINATOR

Provides project-based administrative support for the Advancement Services team, as well as back-up support for critical administrative and donor functions.

SPECIFIC DUTIES:

The following duties reflect management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Manages the day-to-day administrative affairs of the Director of Advancement Services, including, but not limited to: scheduling meetings, providing travel arrangements, answering phones, sorting & distributing mail, ordering supplies, maintaining files, handling reimbursements and credit card statements, and managing event reservations.
- At the direction of the Director of Advancement Services, provide support for and assistance to team members.
- Accesses, tracks, and manages select donor information through the Agilon ONE database system.
- In coordination with the Donor Relations team, closely monitors stewardship activities, ensuring that acknowledgement, thank you notes, reports phone calls, etc. are completed in a timely fashion.
- At the direction of the Director of Advancement Services, produces process documentation for all department processes.
- Acts as backup for selected positions. (Thank you and acknowledgements, pledge reminders, fund creation and stewardship.)
- Learns processes in order to document them, make recommendations for improvements and revisits to keep documentation current.
- Other duties and special projects as assigned.

REQUIREMENTS:

A Bachelor's degree or equivalent combination of education and experience is required. Also required is computer experience and high skill level with Windows, Microsoft Word, PowerPoint and Excel including the ability to transfer and use information between applications. Must have 3+ years experience in a fundraising environment and experience with a fundraising database. Along with previous administrative experience in a fast-paced office environment and exemplary organization and customer service skills, with demonstrated professionalism to internal and external stakeholders.

PERFORMANCE STANDARDS:

- Passion for the institution's mission, traditions and long-term success. Consistently demonstrate the mission, vision and values of the University of Toledo Foundation and the University.
 - Our RITE Values – Respect, Integrity, Transparency & Teamwork, and Excellence
- Outstanding written, verbal and interpersonal skills. Must be able to develop interpersonal relationships with multiple constituents.
- Demonstrate integrity, impeccable ethics, initiative, enthusiasm, and the ability to establish trust and credibility.
- Demonstrate commitment and ability to:
 - Provide quality customer service, plan, organize and remain accountable for actions.
 - Problem solve utilizing critical thinking skills.
 - Function in a confidential manner and collaborate with other staff.

THE UNIVERSITY OF TOLEDO FOUNDATION

The University of Toledo Foundation, an independent 501(c)3 organization, exists for the sole purpose of supporting The University of Toledo. The Foundation is the official gift-receiving and fund-management organization for the University. Our purpose is to support the University's broad educational mission by receiving, managing, and distributing generous gifts to benefit students and enhance faculty and program efforts. The Foundation includes the Development, Alumni Relations and Special Event functions. Through its subsidiary, the UT Real Estate Corp., the Foundation also manages off campus real estate matters for the University. The Foundation embraces the mission of The University of Toledo by aspiring to be a forward-thinking, philanthropic organization, providing impactful financial support and engagement opportunities for transformation throughout the University community.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, and three professional references to UTFJobs@UToledo.edu. Position will remain open until filled.



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