



**JOB DESCRIPTION**

<b>JOB TITLE:</b> Special Projects Coordinator	<b>FLSA:</b> Exempt
<b>Department:</b> Development and GC Foundation	<b>Date:</b> 7/17/19
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C41
<b>Reports To:</b> Director of Development and GC Foundation	

**Job Summary –**

The Special Projects Coordinator reports directly to the Director of Development and GC Foundation and assists in many aspects of development and foundation activities. Specific responsibilities include creating print, online, social media, and interactive webpage content in cooperation with the Office of Public Affairs, and preparing, submitting, and acquiring grants from private and philanthropic sector sources, and assisting in basic research on potential donors as requested by development officers or management.

**Essential Functions**

- Collect and maintain former student, alumni and donor databases for College and Foundation;
- Provides data analysis and quantitative reporting for the Foundation;
- Work closely with Public Affairs and related offices writing, editing, and producing print and on line communication materials. Includes writing/editing of alumni newsletters and/or magazines, and arranging and conducting interviews for Foundation and College publications/webpages;
- Research, develop, write and submit letters of inquiry and grant proposals at the direction of the Director of Development and GC Foundation, and approval of the Vice President for Administration and Student Services;
- Ensures that all letters of inquiry and proposals are: 1) accurate, 2) consistent with all policies and procedures of Galveston College, and 3) consistent with the requirements and guidelines of funding agencies;
- Coordinate with the Business Office to create expenditure and income budgets to accompany proposals;
- Assists in the planning, development and execution of fundraising campaigns and donor stewardship initiatives;
- Assist as needed in conducting research, analyzing and producing gathered information into profiles that are concise, accurate and relevant to the work of the Development Office in identifying and cultivating donors. Monitor periodicals and journals, pertinent to major donor prospects using applicable tools as well as monitor current news items on GC alumni, friends and philanthropy through online and print resources to distribute to appropriate staff.
- Import data into development office database and provide data/statistical information based on information collected.
- Stay abreast of new tools and best practices in prospect research field.
- Works on institutional standing and/or ad hoc committees as assigned;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;

- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties as assigned.

### **Minimum Education, Skills and Abilities**

- A bachelor's degree required;
- Experience in communications, grant writing and prospect research;
- Strong research and written communication skills;
- Ability to convey information in a variety of formats using progressive media to promote the College and the Foundation;
- Demonstrated aptitude in successfully writing and acquiring grants;
- Familiarity with development and cost analysis skills;
- Aptitude in conducting donor prospect research;
- Demonstrated computer skills, including but not limited to, strong internet research skills, proficiency with Microsoft Office Suites (Word, Excel, PowerPoint, etc.), and Development software such as E-Tapestry, and design software (such as InDesign, Photoshop, etc.);

### **Preferred Education, Skills, and Abilities**

- A master's degree in Mass Communications or a closely related field with a minimum of three to five years event planning, grant writing and/or wealth capacity research capabilities;
- Proficient in the use of computer skills cited above with a demonstrated ability to analyze and produce translational science reports for philanthropic trends and wealth capacity.

### **Work Environment**

- Works primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards.
- The position requires average agility and good physical condition.
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds.
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

### **Special Requirements**

- Ability to meet a flexible work schedule, including some evenings and/or weekends;
- Ability to work under stress;
- Ability to travel and/or participate in meetings, conferences, and other related activities;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

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Signature

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Date