Donor Relations Coordinator – Part-time/Temporary  
Donor Relations - Development and Alumni Relations  
University of Delaware

Development and Alumni Relations seeks a coordinator to manage acknowledgements, recognition and communication pieces. This position is responsible for specific stewardship activities and strategies through self-designed and self-directed program plans, organization and implementation. Through these responsibilities, the Coordinator supports the University’s overall donor relations efforts to increase fundraising activity. This is a part-time position with no University of Delaware benefits. This position may require up to 28 hours a week; scheduled to be determined. Pay will be commensurate with the level of experience.

Start Date: As soon as possible.

RESPONSIBILITIES:

- Responsible for implementing and administering the University-wide acknowledgment process and for creating the tools needed to support it
- Oversees the weekly and daily activity associated with preparing gift data for acknowledgements.
- Oversees the weekly acknowledgements for Annual Giving level gifts which includes conducting background research, checking data, and producing note cards and letters for mailing
- Creates, oversees, and manages all tribute acknowledgements, including correspondence for gifts made In Memory Of (IMO) and In Honor of (IHO) individuals.
- Manages recognition and plaque process for class gifts, DDS bricks, capital projects and
- Manage the day-to-day operations of stewardship benefits for the Delaware Diamonds Society, including preparation of Welcome Packet distribution, ordering and distributing premiums, coordinating print production of member brochures and literature and supporting the Associate Director on privilege management decisions.
- Coordinate event plans for Delaware Diamonds Society events including project management with events staff, invitation response tracking, preparing name tags, place cards, etc.
- Queries, generates reports, maintains and updates records of external activity and strategy in Development database with information necessary for tracking, cultivating and soliciting donors and prospects.
- Manage special projects, program management and streamlines information as requested by the Associate Director
- Oversees, monitors, and tracks expenses incurred through work activities. Makes purchase decisions for assigned tasks and projects.
- Maintains confidentiality and discretion when dealing with President, senior leadership, high profile donors, volunteers and staff.
Performs other duties as assigned.

QUALIFICATIONS:
- High school diploma or GED, Associate’s degree preferred
- Three to five years of experience in busy office setting.
- Excellent written, organizational, and oral communication skills required with the ability to manage and prioritize multiple concurrent projects on tight deadlines are necessary.
- Ability to analyze and interpret data, to make independent decisions and judgments in keeping with the level of the position;
- Strong skills in balancing multiple projects at one time
- Excellent word processing skills, as well as strong working knowledge of Excel and Access, are highly preferred with the ability to use advanced techniques in spreadsheet, database and presentation software.
- Ability to handle sensitive material and information confidentially.

Apply:
To apply, please submit a resume with contact information and relationship for 1-2 professional references to Kelly Saylor at ksaylor@udel.edu.
Employment offers will be contingent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non Discrimination can be found at http://www.udel.edu/aboutus/legalnotices