

## **Institutional Advancement Coordinator**

### **Primary Duties:**

The Institutional Advancement Coordinator serves as the administrative, stewardship, and compliance backbone of the Institutional Advancement Office. This role ensures accurate donor records, timely gift processing, and professional operational support that upholds donor trust and institutional integrity.

### **Key Responsibilities:**

#### **Administrative Support**

- Provide shared administrative support to Institutional Advancement staff, including scheduling, correspondence, and document management.
- Assist with coordination of advancement-related meetings, events, and activities.

#### **Donor Relations & Gift Services:**

- Process all gifts, pledges, and payments in a timely and accurate manner.
- Prepare and distribute donor acknowledgments, receipts, and stewardship communications in accordance with best practices and compliance requirements.
- Track pledges, payments, and stewardship commitments to ensure fulfillment and follow-up.

#### **Records Management:**

- Maintain accurate and up-to-date donor and alumni records in the College's advancement database.
- Ensure data integrity through regular audits, updates, and reconciliation.

#### **Reporting & Compliance:**

- Support advancement reporting, documentation, and data requests for leadership, auditors, and external stakeholders.
- Assist with audit readiness and ensure compliance with institutional policies, donor restrictions, and applicable regulations.

#### **Board Value:**

- Protect donor trust through accuracy, transparency, and compliance.
- Ensures professional, reliable advancement operations that support fundraising success and institutional credibility.

**Qualifications:**

- Associate's or Bachelor's degree preferred.
- Experience in administrative support, donor relations, advancement services, or a related field preferred.
- Strong attention to detail, organizational skills, and ability to manage confidential information.
- Proficiency with databases, spreadsheets, and standard office software.
- Excellent written and verbal communication skills.

**Core Competencies**

- Integrity and confidentiality
- Strong organizational and time-management skills
- Customer service mindset with donors and campus partners
- Ability to work independently and collaboratively

Barber-Scotia College is committed to fostering a diverse and inclusive campus community and encourages qualified candidates from all backgrounds to apply.