Business Coordinator
Development Scholarships

Position Description:

Performs coordinative work in the business or administrative operation of a specific department or college. Responsibilities involve the coordination and supervision of the various functions and aspects of a department as well as the monitoring operational procedures. Work is performed under general supervision with evaluation based on results obtained. May supervise staff or student assistants.

Major/Essential Functions:

Manages the Assistant Director of Development’s workflow and travel schedule/agenda. Arranges development travel paperwork including processing of travel applications and vouchers. Assists Assistant Director of Development with various duties such as coordinating travel, organizing meetings with donors and communicating with donors. Organizes office operations and procedures, including monthly procurement card reconciliation and record keeping. Assists in donor fund management and reporting on such donors to funds. Any other duties as assigned that fulfills the mission of the Development Office, College of Education and Texas Tech University. - 20%

Assists Assistant Director of Development and provides coordination for college development activities, department scholarships, and donor relations in the College of Education. Provides the college’s scholarship committee with a list of all donor funded scholarships that includes the scholarship criteria, endowment fund balance and spendable fund balance. Will also provide a recommendation on how much to award from each scholarship. Manage scholarship letter submission system. Keep track of documents, reviews, and mail out student thank you scholarship letters for all donor funded scholarships. – 15%

Assist the Assistant Director of Development with donor communication and development strategic planning. Support the development efforts of the Texas Tech University College of Education by managing and organizing efforts and communications with and related to donors, etc. Copywriting for print and web-based publications and written proposals to individuals, corporations, or foundations. Updates and changes the College of Education’s Development Office web page as needed, in coordination with the college’s Communications and Marketing office. Plans, coordinates, and executes fundraising activities, including but not limited to annual giving solicitations, social media highlights, event planning and individualized donor reports. Assists in reporting to foundations on funding and grants received annually and bi-annually to the College of Education. – 25%
Follows IA policies and procedures with commitment to the prospect management system and use of ADVANCE to record all contact reports, notes, proposals, activities, and changes in alumni and prospect information. Ensures donor information is updated as needed. Cooperates with Assistant Director of Development and IA staff in developing donor and alumni histories and in maintaining donor files in ADVANCE. Coordinates with other offices, such as but not limited to corporations and foundations, annual giving, TTUS IA office, and TTU Central Administration on projects as needed. – 15%

Assists in the management of the Dean’s Advisory Council, including but not limited to scheduling Board events, maintaining meeting minutes and maintaining records. Ensures board members are frequently updated on activities within the College of Education and Texas Tech University. – 10%

Leads all donor relations and stewardship activities for the College of Education, including but not limited to event planning, communication pieces and mailed College of Education items. Leads alumni, donor, and friend of the College of Education engagement efforts. Coordinates the Hovey and McDonald awards. Reports on all gifts processed the week prior that need to be thanked for each week. Provides this report to the Assistant Director of Development each week and decide together how to steward each donor. Provides said report to the Director of Burkhart Center if necessary. Keeps record of all thank you notes sent to donors and uploads thank you notes sent to key donors in ADVANCE under advisement of the Assistant Director of Development. – 15%

**Required Qualifications:**

Bachelor’s degree plus two (2) years related experience; OR a combination of education and/or progressively responsible related experience to equal six (6) years.

**Preferred Qualifications:**

Knowledge of the structure and content of the English language including the meaning and spelling of words, roles of composition, and grammar; strong skills in writing and proofreading. Prior experience working in mass communication and event planning. Must be highly organized.

**Safety Information:**

Adherence to robust safety practices and compliance with all applicable health and safety regulations are responsibilities of all TTU employees.

As an Equal Employment Opportunity/Affirmative Action employer, Texas Tech University is dedicated to the goal of building a culturally diverse faculty committed to teaching and working in a multicultural environment.
environment. We actively encourage applications from all those who can contribute, through their research, teaching and/or service, to the diversity and excellence of the academic community at Texas Tech University. The University welcomes applications from minoritized candidates, women, veterans, persons with disability and dual-career couples. Texas Tech University recently surpassed the Hispanic student population threshold necessary for designation as a Hispanic Serving Institution (HSI). To learn more about the university’s commitment to diversity, please visit The Office of Institutional Diversity.