Development Coordinator

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University of Southern Mississippi, The
in Hattiesburg, MS

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Type: Full-Time
Application Due: Open Until Filled
Category: Development and Fundraising

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Development Coordinator

The University of Southern Mississippi is currently accepting applications for the position of Development Coordinator.

Position Details

Location Hattiesburg

118 College Drive
Hattiesburg, Mississippi, 39406-0001
United States

Division Development Office

Position Type Staff

Employment Status Full Time

Grant Funded No

Pay Grade
N07

Posting Close Date Open Until Filled

Special Instructions to Applicants
When applying for this position, please submit a cover letter, resume and contact information for three (3) references.

Applicants must be currently authorized to work in the United States on a full-time basis without the need for visa sponsorship. The University will not sponsor applicants for work visas (e.g., H-1B).

Job Summary
The Development Coordinator supports the mission and goals of the Foundation by assisting in donor engagement, prospect research, administrative coordination, and management of the crowdfunding platform. This role is essential in facilitating the smooth operation of fundraising initiatives through strategic support, efficient organization and effective communication.

Primary Duties and Responsibilities

1. Manages the Foundation's year-round crowdfunding platform, including recruiting, onboarding and supporting project teams, coordinating logistics and executing communications.
2. Conducts research on prospective corporate, foundation and individual donors to support cultivation, solicitation, and stewardship strategies. Assists with detailed donor profiles and briefing materials for development staff and leadership.
3. Assists with stewardship mailings, including giving society welcome packets, donor impact reports, and other personalized correspondence.

4. Assists the Corporate and Foundation Relations Gift Officer with communications throughout the grant cycle including letters of intent, grant proposals, and grant reporting. Works with the University beneficiaries of grants to gather data, monitor activities and prepare communications.
5. Provides administrative support to the Chief Development Officer, including maintaining records, preparing reports, and organizing information.
6. Performs other duties as assigned.

Minimum Qualifications
Bachelor's degree in Sales and/or Marketing, Business, Communications or other relevant degree program from an accredited college or university with one (1) year of experience in project management, marketing, fundraising, administrative support or other relevant fields. Experience using Excel and Word.

Knowledge, Skills & Abilities
Employees of this position are prohibited from disclosing confidential and proprietary information of donors and prospects, the Foundation, the University and its employees or students. This confidentiality obligation is effective while employed in this position and continues after termination of employment.

- Motivated and enthusiastic
- Reliable and punctual
- Honest and cooperative
- Able to travel; work before and after normal business hours and some weekends
- Excellent written and oral communication skills
- Organized and able to multitask; skill in managing one's own time
- Results-driven to accomplish individual and team goals and meet deadlines
- Ability to analyze and prepare documents, reports and correspondence
- Ability to effectively present information and respond to questions
- High attention to detail with an ability to produce accurate and polished work.
- Ability to communicate and interact effectively with everyone.

Preferred Qualifications
Marketing, Development or Communications experience at a university or non-profit organization. Proficiency in Microsoft Office programs, with advanced capabilities in Excel and mail merge in Word. Experience utilizing artificial intelligence to add value and enhance work productivity. Experience writing grant proposals and/or grant reports. Understanding of preparation, management and reporting of grant budgets. Familiarity with donor databases (e.g. Raiser's Edge, Salesforce).

About The University of Southern Mississippi
Since our founding in 1910, The University of Southern Mississippi has remained dedicated to preparing students for success. We deliver programs to more than 13,000 students in

Hattiesburg and Long Beach, at teaching and research sites across the Mississippi Gulf Coast, as well as online. We are a community-engaged Carnegie R1 university, earning distinction as one of the nation's leading research institutions.

Southern Miss is known for pioneering work in polymer science, ocean science, spectator sports safety and security, and bringing language to children with communication disorders. We are also a national leader in a broad range of disciplines, including cybersecurity, hydrography, nutrition, aquaculture, kinesiology, and economic development, among others.

We produce graduates ready to enter fields that are leading the way in emerging technologies through programs such as computer engineering, information technology, and ocean engineering. We're developing the next generation of business leaders, while also responding to critical workforce shortages by producing skilled professionals in education and nursing. With a tradition of excellence in the arts, we are one of only 36 public institutions in the nation accredited in four major areas of the arts. Home to the Golden Eagles, our student-athletes compete in 17 NCAA Division I sports. With a culture marked by passion and persistence, Southern Miss is delivering graduates who are ready for life. For more information, visit www.usm.edu.

The University of Southern Mississippi is an equal opportunity employer, and all qualified applicants will receive consideration for employment. EOE/VETS/DISABILITY.
As an Affirmative Action/Equal Employment Opportunity employer, Southern Miss encourages minorities, women, veterans, and persons with disabilities to apply.

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Development and Fundraising

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