**INSTITUTIONAL ADVANCEMENT COORDINATOR**

**(FULL TIME)**

**MULTIPLE CAMPUS LOCATIONS**

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in public relations, marketing, or closely related field \*and\* two (2) years related work experience. Note: Experience may substitute for the degree on a year-for-year basis.

**PREFERRED QUALIFICATIONS:**

Preferred qualifications may vary from location to location.

**RESPONSIBILITIES**:

The Institutional Advancement Coordinator is responsible for the administration, development and implementation of initiatives, supervision of employees, management of the operating budget, and manages the comprehensive internal and external development program.

* Correctly identifies technical college resource development needs by conducting research and assessments and obtaining recommendations from staff, administrative personnel, and external resource development professionals.
* Establishes resource development priorities to meet the needs of internal and external customers.
* Routinely attends special events and actively promotes program activities.
* Responsible for continuing program of donor acknowledgement, appreciation, and recognition including all correspondence to donors.
* Plans and organizes the department to meet the technical college’s objectives in donor relations.
* Creates technical college and/or department printed and oral reports, presentations, brochures, publications, and other documents to deliver to diverse audiences.
* Manages the public relations for the technical college Foundation.
* Prepares effective advertising and publicity programs to the general public and designated audiences within and outside the community in conjunction with appropriate faculty/staff
* Maintains an accurate donor database.
* Develops and maintains a working relationship with the Board of Trustees and external contacts to promote the technical college.
* Develops and submits grants proposals for private funding as needed.
* Coordinates and manages fundraising activities for the technical college Foundation and alumni events.
* Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects.
* Conducts regular evaluation of services provided and makes adjustments as needed.
* Supports the Advancement benchmarks for fundraising goals which include funds raised each quarter and new prospects identified.

**COMPETENCIES**:

* Knowledge of basic fundraising principles.
* Ability to build and maintain strong relationships.
* Skill in the operation of computers and job-related software programs.
* Oral and written communication skills.
* Skill in interpersonal relations and in dealing with the public.
* Decision making and problem solving skills.

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Position contingent upon receiving sufficient funding.

Applicants scheduled for interviews will be notified of the status of the position.

Only those who are scheduled for an interview will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.