



Job Vacancy Notice

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| Job Title | Development Coordinator - Law School |
| Job ID | 28437 |
| Location | CUNY School of Law |
| Full/Part Time | Full-Time |
| Regular/Temporary | Regular |

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POSITION DETAILS

The CUNY School of Law is seeking a core member for our development team who is actively expanding fundraising for the CUNY School of Law – the nation’s #1 public interest law school. The Development Coordinator plays a critical role in furthering the work of Institutional Advancement, including fundraising, communications, marketing, and alumni engagement.

By helping the Law School build a base of financial support for its students, you will connect with donors and prospects and make a lasting impact. This position provides an opportunity to build your skills and advance a career in philanthropy.

Donations Processing: Organize and monitor individual and institutional donations; process online and mailed donations, and enter donations in database; draft and prepare acknowledgements, pledge statements, and related correspondence by email or hard copy; ensure a high-quality, online donations process; communicate grants and donations with other departments, when needed; and update payment and donor contact information.

Fundraising Campaigns: Assist with preparation, implementation, and follow-up for solicitations, including direct-mail campaigns, phone banking, etc.; liaise with mailhouse and vendors to ensure data accuracy; prepare email and mail segmentation. Assists in the planning and execution for fundraising events.

Data Quality Assurance: Assure integrity of data and records; review data entry for errors, and update contact and additional information in the Customer Relationship Management (CRM) database and email lists for accuracy and segmentation; support monthly and annual reconciliation with the Business Office; actively maintain calendar of updates, coordinating with Registrar, Human Resources, other departments, and external resources, as needed; and inform staff on organizational practices related to development operations.

Donor Reporting and Analyses: Prepare donor reports for funders and Board of Directors; coordinate donor surveys; perform donor analyses quarterly and annually; produce donor and donation lists; assemble donor briefings for events and meetings; research prospective donors; and track campaigns and pledges, as required.

Additional Supports: Answer calls from supporters and respond to donor correspondence; respond to internal inquiries; maintain departmental and donor records; assist with management and preparation of materials for Board meetings and related Committees; take minutes during Board meetings, as needed; track student foundation grants and related information; assist with logistics for donor events; help maintain organization profiles and accounts to meet funder compliance requirements; and assume other tasks and responsibilities, as needed.

QUALIFICATIONS

Bachelor's Degree required.

Preferred Qualifications:

- Proficiency in Microsoft Suite
- Experience with Customer Relationship Management tools; Blackbaud Raiser's Edge is a plus
- Familiarity with online donation processing tools and platforms (GiveGab, GoFundMe, etc.)
- Strong organizational and interpersonal skills;

- Ability to work independently
- Commitment to building and/or deepening knowledge of racial equity work and the role racial inequity plays in society

CUNY TITLE OVERVIEW

Supports College fundraising activities by providing operational and analytical support.

- Researches potential funding programs and opportunities
- Researches, compiles, and prepares various data for reports and analysis
- Participates in drafting funding proposals, applications, and other correspondence
- Assists with prospect research
- Prepares pre- and post-solicitation materials
- Provides support for fundraising activities and events
- May supervise office operations and/or monitor department budget
- Performs related duties as assigned

Job Title Name: Development Coordinator

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$56,370 - \$73,638

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

HOW TO APPLY

Visit www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

Candidates should provide a resume and cover letter.

CLOSING DATE

Applications will be accepted through June 9, 2024

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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