June 7, 2016

TO: Canisius College Community
FROM: Jennifer Skowron, Assistant Director of Human Resources
SUBJECT: Position Available

ADVANCEMENT COORDINATOR
INSTITUTIONAL ADVANCEMENT
LEVEL 9
FULL-TIME

Internal Employment Applications are available in the Human Resources Office, Bagen Hall, Room 108 or http://www.canisius.edu/hr/forms/

Please complete by June 13, 2016, and return to Human Resources by 4:30pm.

Advancement Coordinator
Institutional Advancement

Job Description:
Reporting to the Vice President of Institutional Advancement, the incumbent is the primary contact for Institutional Advancement programs, provides assistance to the VP in developing and executing strategies for Institutional Advancement and prepares analyses, recommendations, and correspondence as appropriate.

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Responsibilities
- Acts as chief support for the VP and AVP assisting in multiple initiatives across the division.
- Prepares communications and reports, maintains calendars and schedules/arranges travel for the VP and AVP.
- Serves as primary contact for all IA programs and maintains summaries of those projects.
- Acts as liaison for programs to ensure their success.
- Manages project and event work-back schedules.
- Gathers and coordinates information for strategic planning and quarterly business review.
- Provides support and materials for Trustee Institutional Advancement Committee meetings, Board of Regents, Women’s Leadership Council and Medical Advisory Board.
- Prepares agendas and support materials for staff and campaign meetings.
- Manages IA web pages and organizes Advancement pages in the Canisius College Magazine.
- Tracks information pertinent to advancement division, including weekly major gift activity, board members and college-wide award winners.
- Coordinates IA Communications and Events timeline and ensures conflicts are avoided.
- Prepares agendas and support materials for staff and campaign meetings.
- Performs other duties as assigned.

Knowledge/ Skills/ Abilities:
- Demonstrated ability to communicate clearly and concisely orally and in writing; ability to use proper formats, grammar and punctuation, and ability to edit, proofread and ensure accuracy and high quality work.
- Effective interpersonal skills that include tact, diplomacy and the ability to remain calm and poised in challenging situations.
- Superb customer service skills for interacting with high-level donors.
- A professional and approachable demeanor.
- Demonstrated organizational, project management, time management and multi-tasking skills, with the ability to meet deadlines in a busy, high-paced environment.
- Demonstrated creativity.
- Demonstrated self-directed and pro-active work style.
- Ability to work effectively and cooperatively within a team and independently.
- Strong analytic, problem solving, critical thinking and research skills.
- Proficiency in a variety of computer programs including web content management, Word, Excel and PowerPoint, with the ability to use analytical tools with a high degree of accuracy.
- Experience with Banner and Business Objects preferred.
- Ability to work evening and weekend hours as required.
- A commitment to the Catholic, Jesuit mission of Canisius College.

Education and Experience:
- At least 2 years of project management and/or advancement experience, preferably in higher education or nonprofit.
- Bachelor’s degree or equivalent combination of experience and education required.

Position: Level 9 - This is a full-time; hourly position regular work schedule is Monday through Friday, 8:30am through 5:00pm, weekend and evening hours as required.

Application Information: Send a cover letter and resume to hr@canisius.edu (put ADVANCEMENT COORD in the subject line) or Human Resources, 2001 Main Street, Buffalo, NY 14208.

Canisius College, a Catholic and Jesuit university, is an independent, co-educational, medium-sized institution of higher education. Minority candidates strongly encouraged to apply. Canisius College is an Equal Opportunity Employer.