

## POSITION DESCRIPTION -- Donor Engagement Coordinator

DEPARTMENT: Office of Institutional Advancement

CLASSIFICATION: Full-time

SHIFT: Monday-Friday, 8:30am-4:30pm and occasional evening/weekend work to support donor engagement activities and key College events.

FUNCTION: The Donor Engagement Coordinator plays a vital role in supporting Clinton College's fundraising strategy and strengthening relationships with alumni, donors, and community partners. Reporting to the Vice President of Institutional Advancement, this position manages donor stewardship activities, gift entry and reporting, data integrity, communications scheduling, and event support to advance the College's philanthropic priorities.

This role is ideal for a mission-driven professional who is detail-oriented, highly organized, and committed to excellence in donor experience and engagement.

REPORTS TO: Vice President for Institutional Advancement

MAJOR DUTIES/RESPONSIBILITIES (may include but are not limited to):

### Donor Relations & Stewardship

- Manage donor acknowledgment process including thank-you letters, stewardship reports, and impact messaging
- Assist with planning and execution of donor recognition activities and events
- Ensure timely follow-up with donors and prospects after meetings, calls, and solicitations
- Support cultivation efforts with personalized outreach and touchpoints

### Advancement Services & Data Management

- Maintain accurate donor/contact records within the CRM systems (e.g., DonorPerfect/Constant Contact)
- Record all donations and generate weekly and monthly gift reports
- Support the reconciliation process with Business Office and ensure compliance with gift-processing protocols
- Pull data lists for campaigns, fundraising initiatives, and alumni engagement needs
- Maintain confidentiality of donor information and adhere to internal data governance policies

### Communications & Engagement Support

- Coordinate mailing lists, e-newsletters, campaign materials, and donor updates
- Assist with drafting donor-focused communications aligned with College branding and messaging
- Support Giving Tuesday, alumni engagement initiatives, and fundraising campaigns throughout the year

### Event & Program Coordination

- Provide logistical support for donor engagement events, including VIP guest services and day-of coordination

- Track guest lists, RSVPs, check-in, and post-event follow-up communications
- Serve as a welcoming representative of Clinton College at advancement events and activities

## QUALIFICATION/EXPERIENCE:

### Minimum Qualifications

- Bachelor's degree from an accredited institution required; Master's degree preferred
- At least 3-5 years' experience in fundraising, development operations, or related administrative role
- Strong written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office and CRM/database platforms
- Excellent attention to detail with strong organizational and time-management abilities
- Ability to manage multiple projects with discretion, diplomacy, and professionalism
- Commitment to the mission and values of Clinton College

### Preferred Qualifications

- Higher-education advancement or nonprofit development experience
- Experience with donor management and/or alumni engagement software
- Knowledge of fundraising best practices and volunteer coordination

## EDUCATION AND EXPERIENCE

Education: Bachelor's degree from an accredited institution required; Master's degree preferred

Experience: At least 3-5 years' experience in fundraising, development operations, or related administrative role.

### Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment.

Application Instructions: Applications should include a cover letter and resume and must be sent, preferably in PDF format, to **humanresources@clintoncollege.edu**. The subject line of the email should read "**Donor Engagement Counselor.**" The position will remain posted until filled.

*Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.*