



Advancement Services and Stewardship Coordinator Advancement Services

Position Summary

Mitchell College is searching for a dynamic and self-sufficient Advancement Services and Stewardship Coordinator, who will serve as an integral member of the Institutional Advancement team and report directly to the Vice President for Advancement. By working closely with other members of the team, as well as members of the College finance department, the incumbent will be responsible for prospect research, database management, gift processing, stewardship, donor acknowledgments and varied reporting. This position has significant responsibilities in the comprehensive management of the donor database (Raiser's Edge/NetCommunity), which supports the stewardship and fundraising activities of Mitchell College.

Required Education and Experience:

- BA/BS degree in a related field required, advanced degrees are preferred.
- Progressive experience in advancement services (development research and database information systems) in a fundraising environment in higher education or non-profit sector.
- Working technical experience with computers, sophisticated internet research, and relational databases.
- Working knowledge of Blackbaud's Raiser's Edge, NXT, NetCommunity; solid skills in Microsoft Office.
- Strong project management skills.

Knowledge and Skills Required:

- This position requires a "self-starter" individual with a high level of integrity, a team mentality and the ability to work closely with the Vice President of Advancement toward the successful achievement of the College's fundraising goals.
- Understanding of the role of prospect research, prospect management, and data analysis in fundraising and a demonstrated ability to utilize electronic and web-based databases to conduct research.
- Strong interpersonal and communication skills, organizational skills and the ability to communicate effectively and efficiently with staff, colleagues, volunteers and constituents.

Mitchell College is a small, private college that has been an invaluable resource for southeastern Connecticut for over 75 years. Mitchell's personal, mentoring approach activates strengths in our students that allows them to achieve levels of success and leadership they may not yet have imagined for themselves. Mitchell has a strong tradition of celebrating and supporting diverse ways of learning, and is committed to the broader community through partnerships and internships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center, which includes the renowned Bentsen Learning Center

This is a full-time, FLSA exempt level position, with standard College benefits. For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by **August 18, 2017** to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit mitchell.edu/careers.

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