



**POSITION DESCRIPTION**

*Position Information*

**JOB TITLE:** Executive Coordinator – Advancement

**GRADE:**

**REPORTS TO:** Chief Advancement Officer

**HRS WKD PER WEEK:** 40

*Location Information*

**Division (s):**

- Finance
- Resource Development
- Publishing
- Translations
- Partnerships
- Operations & Administration
- Global Technology/IT
- Office of the CEO
- Office of the CAO
- Communications & Content
- Human Resources
- Bible Engagement
- Other \_\_\_\_\_

**Geographic Location (s):**

- Colorado Springs
- Miami
- Other US location

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- Other location

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**Department:**

**Department Number:**

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**Effective Date:**

**Status:**  New  
 Revised

## **POSITION DESCRIPTION**

### **Executive Coordinator - Advancement**

#### **Purpose**

The Executive Coordinator – Advancement performs, coordinates and oversees confidential technical and administrative support functions for the Chief Advancement Officer, including support of the Directors of Development.

#### **Scope:**

This position provides highly sensitive, proprietary and confidential support to the office of the Chief Advancement Office. The responsibilities require the exercise of independent judgment and sufficient technical knowledge of the ministry and its mission. The Executive Coordinator - Advancement must be able to work independently with little supervision, be extremely well organized, proactive, resourceful, self-motivated and efficient. Anticipates the needs and proactively bring together the appropriate people and other resources to support the CAO in addressing issues. The Executive Coordinator - Advancement provides strategic level interaction, support and administration for the CAO in order to work towards the broader mission and vision. Includes liaising with the Directors of Development, supporting their major initiatives as assigned, and managing any accompanying project timelines.

#### **Responsibilities:**

- Provides follow up on assignments as given by the CAO to team members and provides status reports.
- Proactively takes action to ensure effective operations including distribution of communication materials, organizes and coordinates budget and manages CAO's database of donors.
- Ensures CAO has all appropriate materials for meetings and presentations and that equipment is in working condition.
- Manages schedules and events calendar and schedules donor and other constituency appointments.
- Manages all travel arrangements for the CAO.
- Review, filter and prioritize CAO email inbox.
- Prepares weekly, monthly and quarterly reports for CAO and team.
- Attends and takes minutes at all Development committee meetings.
- Creates documents, reports, spreadsheets and presentations professionally and accurately.
- Handles international travel for donor teams as assigned.
- Manages event planning for the Development department as assigned.

### Qualifications:

- Excellent customer service skills and ability to work with a variety of constituencies both internally and externally.
- She/he must have excellent written and verbal communication skills, professional with strong decision-making ability and attention to detail. The Executive Coordinator - Advancement must possess outstanding computer skills including Microsoft Office and database management.
- Must have excellent interpersonal skills with cross-cultural sensitivity.
- Organizational skills including the ability to set priorities, multi-task, manage work flow and able to handle interruptions under pressure/stress and meet deadlines with effective time management skills.
- Ability to maintain strict confidentiality which requires discretion and diplomacy.
- Detail oriented – seeks to develop and maintain a thorough knowledge of business activities in which the CAO is involved.
- Ability to think proactively, anticipate problems and analyze situations and develop effective solutions.
- Information gathering, problem analysis and problem solving skills, judgment and decision-making ability required.
- Background in Development is strongly preferred.
- Commits to long hours of work when necessary to reach goals.
- Significant exposure to international cultures and organizations strongly preferred.

### Reporting Relationships:

The Executive Coordinator – Advancement reports to the Chief Advancement Officer

### Resource Responsibilities:

Signing authority of up to \$1,500

### Competencies:

- **Strong personal commitment to Jesus Christ, Biblica’s Purpose, Mission Statement, Statement of Faith, and Christian Community Policy.**
- Demonstrates confidentiality, accuracy, organization, attention to detail and critical thinking skills
- Follows policies, procedures, instructions and responds to management direction

- Approaches others in a tactful manner
- Takes initiative – anticipates the needs of the CAO and Development team members
- The ability to handle multiple projects and tasks at one time

**The above job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be all-inclusive as other duties as assigned are to be completed.**