

MIT Job Description

Job Title: Comms& Mktg Administrator 1	Position Title: Coordinator, Annual Giving
Reports to: Associate Director, Constituent Giving, Annual Giving	% Effort or Wkly Hrs: 40 hours per week
Department: MIT Sloan Office of External Relations	

Position Overview:

The Annual Giving Coordinator is an integral member of the MIT Sloan Development Team. Reporting to the Associate Director of Constituent Giving, Annual Giving, this individual is the project manager for all MIT Sloan annual giving appeals, both digital and print. With strong project management skills, interpersonal skills, communication skills, and close attention to detail, this role will help increase unrestricted revenue. This is a great opportunity for someone with experience or an interest in Annual Giving, who also has an appetite for building out and refining processes in a fast-paced environment.

Role eligible for a flexible work schedule that aligns with OER practice.

Principal Duties Responsibilities (Essential Functions):

- Direct Marketing – 70%
 - Project management for all MIT Sloan annual giving direct marketing appeals generating over \$1M in revenue annually
 - Collaborate with stakeholders and vendors to meet deadlines
 - Prepare email marketing to be sent in iModules, including trackable links and QR codes
 - Act as a bridge, contributor, and reviewer in research and data analysis to track appeal effectiveness to inform future strategy
 - Establish timelines and action items for project briefs, leverage project management software, and coordinate effective meetings
 - Proactively refine organizational processes to meet short- and long-term needs
 - Implement and monitor annual giving approval process for all direct marketing appeals
 - Serve as contact for external partners and vendors, including central MIT teams
 - Serve as cross-departmental contact to ensure success for each project
 - Manage all planned and ad-hoc annual fund solicitations and other revenue-generating projects
- Annual Giving Team – 20%
 - Serve as contact for office-wide giving campaigns and projects on behalf of the Annual Fund
 - Work collaboratively with the Annual Giving team and OER in order to achieve goals
- Administrative Work – 10%
 - Responsible for administrative needs of the Annual Giving team
 - Other duties as assigned or required

Supervision Received:

The Annual Giving Coordinator will report directly to the Associate Director of Constituent Giving, Annual Giving.

Supervision Exercised: None.

Qualifications:

Required:

Bachelor's Degree
Minimum 1 years of development or communications experience
Word, Excel, PowerPoint proficiency required

Strong operational / organization instincts and project management skills.
Good communications (oral and written) skills.
Proactive attention to detail, keeping short- and long-term goals in mind.
Appetite to build out processes from scratch.
Ability to meet deadlines and balance competing priorities.
Ability to work independently and as a team member.

Preferred:

2+ years administrative and/or project/program management experience
Development experience or interest strongly preferred.
Experience or interest in performing data analysis or tracking.
Salesforce experience a plus
High energy and initiative with the ability to navigate a fast-paced environment.
Precise attention to accuracy and detail.

Competencies:

Contribute

1. Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
- c. Reacts with resilience, a positive attitude, and a willingness to learn in response to challenge and change
- d. Proactively identifies problems and opportunities for change, then implements solutions when appropriate
- e. Recognizes and appreciates opposing ideas and values, then identifies ways to move forward

Collaborate

1. Works towards team success with humility, both as a member and as a leader of formal and informal teams
- a. Holds self and others accountable to agreed-upon outcomes and deliverables
- b. Takes initiative to support team deliverables
- c. Adjusts priorities in response to pressing and changing stakeholder needs
- d. Commits to the role, responsibilities, and expectations assigned to him/her as part of the team

Engage

- Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
- a. Identifies and gathers the information needed to solve a problem effectively
 - b. Solicits new ideas, suggestions, and input from others and acts on them
 - c. Recognizes possibilities and opportunities and takes steps to advance them
 - d. Gains agreement on the nature and root cause of problems before moving forward
 - e. Engages willingly in experimentation, measurement, and evaluation to promote organizational learning and advancement

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*