

MIT Position Description

Job Title: Development Coordinator 1	Position Title: Development Associate, Principal Gifts
Reports to: Director, Principal Gifts	% Effort or Wkly Hrs: 40 hours, 3+ days in office
Department: OER, MIT Sloan	Grade 6 (exempt)

Position Overview:

Reporting to the Director of Principal Gifts, the Development Coordinator in the Office of External Relations at MIT Sloan works alongside with members of the Principal Gifts team and colleagues across the organization to advance Principal Gifts; build and enhance effective and accurate internal and external communications and strategic, complex calendaring; provide data analysis and reporting including pipeline pulls and metrics; strengthen cross departmental and cross institute collaboration. (40 hours per week, minimum 3 days per week in office)

Principal Duties and Responsibilities (Essential Functions**):

25% Strategy-Thought Partner: Contribute to designing and executing next steps for donor cultivation, solicitation, and stewardship. With initiative and independence, develop agendas, determine and execute data pulls, create meeting invites and participate in high-level prospect and donor strategy sessions. Evaluate and advise on which donor pools are selected for events, conferences, classes, campus visits and a variety of cultivation and stewardship happenings, and interface with events and colleagues in Alumni Experience and Communications on multiple facets of invitation, follow up, and the experiences themselves. Take part in cross-Institute, high-level donor strategy meetings as a representative for the group and be a relationship builder across campus.

20% Writing-Editing: Utilize strong writing and editing skills to initiate, often create, and regularly review internal and external communications such as Dean and faculty briefings, prospect and donor letters, and emails. Take the lead and use judgment to draft responses to critical donor emails. Design prospect thank you notes including event outreach. Research, problem solve and communicate with donors on financial matters regarding gift transactions. Proof proposals as needed giving strategic input. With input from of Principal Gift Officers, produce unique correspondence, briefings, and trip/meeting outreach for MIT Sloan's most valued alumni.

20% Database, Gift Processing: Be a key partner in fundraisers' timely and effective reporting, often initiating tracking including updating databases and spreadsheets which outline gift conversations, solicitation strategies, follow-up steps, and action items which are the product of donor strategy meetings. In concert with gift officers, build presentations. Participate in gift processes by booking high-level and complex gifts and pledges. Follow through on tracking gifts as they arrive. Determine cadence and produce pipeline documents, track metrics, provide data analytics through Advance and Tableau, and sometimes present on key findings.

15% Trip and Visit Support: be a thought partner and a guide to Principal Gift Officers as they embark on trip planning exercises, immediate and long-range calendaring and international and domestic trip implementation. Consult on dates and scheduling, test availability of prospects and faculty, perform trip outreach to donors throughout the world, occasionally prepare gifts if appropriate and advise on travel itineraries communicate with donors to confirm meetings. Assess newsworthy considerations which may affect trip success. Data and Research: On occasion, problem solve by completing data pulls and reports and provide data analysis. Perform basic and informal research and complete formal research requests to the central research team.

Commence and follow up on philanthropic due diligence processes.

Work as part of a team, in a collaborative, considerate, and quality-driven work environment, triaging evolving priorities and wisely respond to priority needs. Be quick thinking, and both an inventive and precise thinker.

Anticipate work and act proactively. Be comfortable interfacing with senior University leaders and at ease with high-capacity donors. Exemplify extraordinary discretion and confidentiality.

15% Prospect Cultivation and Stewardship/Special Projects: Take part in and often lead in responding to and executing donors' special requests—for example, design bespoke campus tours and experiences, unique correspondence, introductions within our network, book signings, and a variety of rarely predictable but constant activities outside our regular programming though aligned with cultivation and stewardship efforts.

5% Systematizing-Archiving--Documents: Be a central resource for principal gifts in expeditiously locating written materials stored across a variety of virtual libraries—from Sharepoint to slack to Trello and one drive, multiple databases and more. Take a leadership role in systematizing archival records.

Other duties as required or assigned.

Supervision Received: Reports to Director of Principal Gifts the Development Coordinator Office of External Relations

Supervision Exercised: N/A

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree

Minimum 2 years of fundraising or relevant experience

Exceptional customer service skills, strong writing ability, and extraordinary attention to detail necessary

Highly organized, detail-oriented, and flexible and proactively takes initiative

Ability to handle multiple tasks accurately and under pressure

Proven experience recognized for professional, collaborative work

Strong interpersonal and communication skills and can establish and promote good working relationships with colleagues and partners across the University, and outside of MIT

Solid computer skills, ability to master new software applications and technologies, including database mgmt

Must occasionally work weekend and evening hours

PREFERRED EDUCATION AND EXPERIENCE:

Proven ability to initiate, edit, write, edit, analyze communications

Inclination towards tech resources and computer skills including: Word, Excel, Sharepoint, Trello, databases

Motivated to learn and open to change

Competencies: Collaborate; Engage; Contribute

*** 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.*