



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Development Coordinator</i>	EEOC Job Classification	Admin Support Workers
		FLSA Classification	Non-exempt, full-time
Department:	Development	W/C Classification	8868 – Faculty/Administration
Reports To:	Director	Compensation	\$23.00 - \$25.00/hour

SUMMARY

Advance the mission and vision of TMUS by performing a variety of administrative and staff support duties for the department, which requires a range of skills and knowledge of organizational policies and procedures. Composes, edits, and proofreads correspondence and reports, and prepares a range of administrative documents.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist the Development staff in day to day operations.
- Assist the Development data staff with cleaning of the department CRM.
- Maintain development reporting and data input.
- Work with Development Officers to properly steward donor relationships.
- Assist in planning and executing; Development, Career Services, and Alumni events.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience
- At least one year experience in development department for an educational institution preferred
- Proficient in Microsoft Office Suite or similar software
- Must successfully pass a background investigation

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.