



Job Title	Annual Giving Coordinator	Job Code	AV0411
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	Annual Giving

Job Family & Subfamily Summary

Advancement Professionals lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

Annual Giving Professionals participate in annual fund programs including telemarketing and direct mail. Provides support to university-wide collegiate annual giving programs.

Job Summary

Coordinates the development efforts including the administrative direction, coordination, and control of activities of recent alumni, acquisition programming, and personal solicitation.

Representative Duties

- Coordinating activities and programming to engage alumni and increase participation in Alumni Engagement and Annual Giving activities
 - Researches and fosters relationships with annual donors and partnerships with campus organizations
 - Plans and facilitates meetings and oversees correspondence for programs
 - May supervise and train volunteers
 - Solicits and identifies alumni, donors and friends of UCF
 - Assists in developing marketing and promotional programs
 - May update and maintain website and social media pages
 - Coordinates communication initiatives

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	
Certification(s)		
Licensure(s)		
Work Experience		
0+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.