



**POSITION TITLE:** Program Coordinator (Part-time .50 FTE)

**DEPARTMENT:** Institutional Advancement

**REPORTS TO:** Senior Associate Vice President Institutional Advancement

**SALARY GRADE/HIRING RANGE:** Grade 9/ \$16.55-\$17.52

**FLSA DESIGNATION:** Hourly; Non-Exempt

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**POSITION SUMMARY:**

The Program Coordinator provides confidential administrative support services for the major gifts team. Functioning as the receptionist for Institutional Advancement, the Program Coordinator will ensure the smooth day-to-day running of the office, managing complex and simple administrative tasks. The Program Coordinator will manage multiple tasks simultaneously, resolving issues as they arise and communicating effectively and efficiently with colleagues, alumni, donors and current families.

**CORE RESPONSIBILITIES:**

1. Major Gift officer administrative support – (50%)
  - Provide general administrative support for the major gifts team including but not limited to travel arrangements, making appointments, preparing documents for meetings, assisting with proposal preparation, and managing calendars and setting up internal meetings.
  - Regular interaction with the university's external constituencies – in person, or via phone/Zoom as needed
  - Enter call reports in Colleague.
2. Major gift tracking and database support – (20%)
  - Provide database support by regularly updating data in Colleague.
  - Provide consistent donor cultivation and fundraising reports to fundraisers utilizing Colleague as well as Excel.
  - Oversee the management external correspondence by maintaining donor files in Papervision.
3. Social Media management – (10%)
  - Assist in content creation for several IA social media accounts
4. Budget management – (10%)
  - Provide Chrome River support for major gifts team.
  - Enter monthly receipts and monitor and provide reporting on select budgets.
5. General Administrative support – (5%)
  - Monitor and order office supplies, maintain reception area and front desk and conference room.

- Act as primary receptionist for Institutional Advancement offices. Greet guests, answer questions and answer and forward phone calls as necessary.
6. Student Employment – (5%)
- Hire and supervise student worker(s)
  - Train student workers all technology related donor tracking systems including Colleague and Papervision.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated proficiency with Microsoft 365.
- Skills in public relations and customer service.
- Ability to supervise student workers.
- Effective oral and written communication skills.
- Strong organizational skills and high attention to detail.
- Ability to work with confidential information.
- Ability to work with a minimum of supervision and make appropriate decisions and set work priorities.
- Ability to establish and maintain positive working relationships with faculty, staff and students.

**MINIMUM QUALIFICATIONS:**

- **Education:** Associate's Degree
- **Experience:** 4 years' experience in administrative support
- A personal commitment to the Christian faith and to the integration of faith and learning
- A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- A commitment to diversity, equity and inclusion.
- Demonstrated cultural competence, awareness of societal and structural inequities and proven experience in effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to, race, gender, varying abilities, sexual orientation, gender identity, class or religious perspectives.
- Highly organized with the ability to efficiently manage multiple tasks, often simultaneously.
- High degree of comfort and professionalism in helping to manage relationships with the university's external constituents including: making appointments, coordinating campus visits, answering questions, and communicating in a timely and professional manner.
- Ability to independently problem solve.
- High degree of technical proficiency including Microsoft office products, data entry and report generation.
- Familiarity with Facebook, Instagram and Linked In is preferred. Candidates must demonstrate a willingness to learn.

**ADDITIONAL REQUIREMENTS:** A background check, sexual misconduct check and confirmation of degrees earned will be required of the successful candidate. A resume, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required.

**All Whitworth University employees are required to comply with the university's COVID-19 vaccination policy.**

**About Whitworth:**

Founded in 1890, Whitworth has consistently ranked among the top regional colleges and universities in the West. Whitworth University has an enrollment of more than 3,000 students and offers more than 100 undergraduate and graduate degree programs. With strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor and care for students.

Whitworth University's 200-acre campus of red-brick buildings and tall pines offers a beautiful, inviting and secure learning environment. More than \$125 million in campus improvements have been made in recent years.

A community of committed Christian faculty and staff employees carries out the university's mission "to provide its diverse student body an education of the mind and heart," equipping its graduates "to honor God, follow Christ and serve humanity."

**Our Benefits:**

Whitworth University provides a robust offering of benefits and services to enhance the quality of life of its faculty and staff. Employees who are eligible for benefits may participate in health plans including medical, dental and vision; a generous retirement plan (8% employer match); life insurance and long-term disability insurance. Well-being services include spiritual enrichment, the employee assistance program, and free access to the University Recreation Center and the Megan E. Thompson Aquatic Center. Free tuition for employees and tuition remission programs for spouses and dependents round out the offerings. Additionally, Whitworth employees enjoy 17 paid holidays each year.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our Christ-centered commitment to building a diverse and inclusive community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.