



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: A Donor Relations Coordinator

Position Summary: The *Donor Relations Coordinator* is responsible for developing and implementing engagement strategies to enhance and grow revenue from current and prospective donors. The Donor Relations Coordinator will provide comprehensive donor relations, stewardship, communications and event planning and logistics support. S/He must be extremely organized and an effective multi-tasker and communicator, verbal and written. This role also requires strong creativity, attention to detail and project management skills. S/He must be able to work independently, manage multiple responsibilities and possess the ability to work under pressure to meet competing deadlines. This position may require travel, including overnight, working irregular hours including weekends as needed.

Experience/Qualifications:

1. Bachelor's degree in Communications, Public Relations, Marketing or a related field with three years' experience in managing major events and digital media and marketing experience.
2. Demonstrated leadership with entrepreneurial, collaborative and results-oriented approach to lead and drive the production of high quality events that advance our brand, donor engagement, cultivation and stewardship.
3. Experience managing and implementing multiple projects.
4. Excellent relationship management and interpersonal skills: the ability to work effectively with donors, volunteers and staff; display superior judgment and diplomatic skills; excellent verbal and written communications skills.
5. Ability to handle multiple tasks with organization and accuracy.
6. Proficiency in Microsoft Office (Word, Excel, PowerPoint, Project), internet research and strong knowledge of social media.
7. Flexibility to work early mornings, late evenings and occasional weekends due to the nature of our events.
8. Demonstrated ability to write creatively for various audiences.
9. Strong organization, planning, and problem-solving skills.
10. Collaborative and team-oriented attitude.

Date of Position Opening: August 1, 2021

Application Deadline: Open until filled.

Salary: Commensurate with experience.

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to: (601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER**

HR/03/07/18