



ADVANCEMENT SERVICES COORDINATOR INSTITUTIONAL ADVANCEMENT

REPORT TO: VICE PRESIDENT FOR ADVANCEMENT, INNOVATION & GROWTH
E CLASS: FULL-TIME
FLSA: EXEMPT

PURPOSE:

The Advancement Services Coordinator provides comprehensive administrative, operational, and advancement services support for the Office of Institutional Advancement. This position serves as the primary administrative support professional for the division and coordinates donor services, financial processing, executive support, reporting, database management, and special event logistics.

PREFERRED QUALIFICATIONS:

- Associate's degree required; Bachelor's preferred.
- Three years of progressively responsible administrative experience.
- Advanced Microsoft Office skills, including Excel and PowerPoint.
- Experience with databases and financial reconciliation preferred.
- Excellent organizational, analytical, and communication skills.
- Ability to maintain confidentiality and manage multiple priorities.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Executive Administrative Support

- Provide administrative support to the Vice President.
- Manage calendars, appointments, and travel arrangements.
- Prepare correspondence, reports, memoranda, and meeting agendas.
- Record meeting minutes and maintain official files.
- Prepare Board packets and committee materials.
- Develop professional PowerPoint presentations and executive briefing materials.
- Compile, organize, and analyze data for reports and presentations.
- Maintain confidential records and files.

Advancement Services

- Process gifts and donations.
- Maintain donor database and constituent records.
- Prepare donor acknowledgments.
- Reconcile advancement accounts with Business and Finance.
- Assist with audits and compliance reporting.
- Prepare fundraising reports and dashboards.
- Monitor restricted funds and endowments.

Event Coordination

- Coordinate logistics for donor events, alumni functions, and Foundation meetings.
- Prepare event materials and registration lists.
- Coordinate vendors and event schedules.

Office Operations

- Process purchase requisitions and invoices.
- Monitor departmental budgets.
- Maintain office supplies.
- Coordinate departmental communications.
- Assist with special projects.

Other Duties

- Provide administrative support to all Advancement staff.
- Perform other duties assigned by the Vice President.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of administrative support, office operations, and donor services.
- Proficiency in Microsoft Office Suite, especially Word, Excel, PowerPoint, and Outlook.
- Strong organizational, communication, and interpersonal skills.
- Ability to manage multiple priorities and meet deadlines with accuracy.
- Ability to prepare reports, correspondence, presentations, and meeting materials.
- Ability to maintain confidential information and exercise sound judgment.
- Ability to coordinate events, schedules, and special projects.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.

WORK ENVIRONMENT:

The work environment includes exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects. Occasional evening or weekend hours may be required to accommodate campus initiatives.

TRAVEL:

Travel may be required.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd, Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).