



Position Description

Advancement Project & Operations Coordinator

JOB PURPOSE:

The Advancement Project & Operations Coordinator supports the Advancement team by designing, managing, and maintaining processes for projects, communications, and data requests. This role ensures staff have clear, consistent pathways to access resources including data, communications, and institutional services.

The Coordinator serves as a central point of coordination across Advancement, MarCom, and institutional service areas. The role also serves as a structured entry point for institutional requests to Advancement, ensuring alignment with priorities and processes.

ESSENTIAL FUNCTIONS: This role is responsible for managing and continuously improving Advancement processes, workflows, and cross-functional coordination to ensure efficient, high-quality delivery of donor communications and services. The position oversees standardized intake, tracking, and fulfillment of requests across Advancement, MarCom, and institutional partners, maintaining clear workflows, documentation, and project visibility from initiation through completion. The role also supports project execution, service area coordination, and quality control by managing timelines, facilitating collaboration across departments, and ensuring all materials are accurate, approved, and delivered on schedule.	% of time
Advancement Process & Workflow Management	30%
<ul style="list-style-type: none"> • Design and maintain standardized workflows for data requests, donor briefings, and communications. • Establish clear intake processes and required inputs before routing requests. • Maintain centralized project management and tracking system. • Track requests from intake through completion. • Continuously refine workflows and documentation. • Serve as a resource to staff navigating processes. 	
Advancement–MarCom Coordination	20%
<ul style="list-style-type: none"> • Coordinate Advancement requests to MarCom including appeals and donor communications. • Ensure requests are complete and aligned with timelines. • Maintain shared communications calendar. • Facilitate coordination to reduce rework and gaps. 	
Institutional Request Intake & Coordination	15%
<ul style="list-style-type: none"> • Serve as central intake for requests from campus partners. • Establish protocols for donor briefings and data requests. • Ensure requests are complete and appropriate before routing. • Coordinate with Advancement Services for fulfillment. 	

<ul style="list-style-type: none"> • Track requests and maintain visibility. • Educate partners on engagement processes. 	
Service Area Coordination	15%
<ul style="list-style-type: none"> • Coordinate requests across Media Services, IT, Public Safety, and Facilities. • Ensure sufficient detail and lead time. • Track dependencies across service areas. • Support staff in navigating institutional systems. 	
Advancement Project Support	10%
<ul style="list-style-type: none"> • Maintain timelines and task tracking. • Ensure readiness of materials prior to launch. • Identify and resolve gaps in planning. • Maintain visibility using project management tools. 	
Communications Quality Control & Readiness	5%
<ul style="list-style-type: none"> • Coordinate review and proofing workflows. • Ensure accuracy and approvals prior to release. 	
Donor Engagement & Stewardship Support	5%
<ul style="list-style-type: none"> • Support coordination of donor communications. • Ensure timely delivery of materials. • Maintain consistency in messaging. 	
	100%
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Bachelor’s degree preferred. • 3–5 years of relevant experience. • Experience in process-driven or service-oriented roles preferred. <p>SKILLS & COMPETENCIES:</p> <ul style="list-style-type: none"> • Strong process orientation and organizational skills. • Experience with project management tools. • Ability to manage multiple priorities. • Strong communication and collaboration skills. • Attention to detail. • CRM experience (Salesforce preferred). 	