

PROSPECT MANAGEMENT COORDINATOR

Organization: Abilene Christian University

Department: Development

Location: Abilene, TX

Scope: Responsible for tracking and managing various stages of prospect relationships through the activities of Senior Development Officers.

Basic Responsibilities

- A. Work with Senior Development Officers and others to maintain and update plans for each prospect and to facilitate the efforts of those officers in developing new prospect relationships
- B. Manage the flow and reporting of prospect data
- C. Provide fundraising and communication support

Qualifications:

ACU is affiliated with the fellowship of the Church of Christ. This position requires the employee to be a professing Christian and to be willing to support the Christian mission of ACU.

A. Professional

1. Bachelor's degree required
2. Three or more years experience in higher education fundraising preferred

B. Personal

1. Previous experience in prospect research and/or moves management highly desired
2. Excellent organizational skills
3. Strong oral and written communication skills
4. Ability to prioritize and multi-task to meet required deadlines
5. Sensitivity to appropriately handle confidential and sensitive information

APPLICATION INSTRUCTIONS

Please email your resume in MS Word, RTF, HTML, or ASCII text format to the address below. If you wish to enclose a cover letter, please include it in the body of your email message.

42125-CJB-0@acu.hrmdirect.com