

**University Pay Plan Title – Coordinator****Posting/Functional – McCoy College Foundation Program Coordinator****Salary Range – \$53,500 - \$60,000/year****Job Description**

Responsible for providing a broad range of administrative services in the areas of budgeting, gift processing, business management and development. Working in collaboration with the McCoy College and University Advancement (UA) teams, ensures smooth and coordinated operations of the McCoy College Foundation including board management, gift processing, stewardship, accounting and cash management, accounts payable and receivables, bookkeeping, and record keeping through database management, word processing, accounting, and other business applications.

**Job Duties****Board and Governance**

- Manage business and communications related to board meetings including scheduling, agendas, materials, minutes, and logistics to help optimize board engagement.
- Develop and maintain policies, procedures, and critical function operating procedures and ensure compliance with Foundation and University policies.
- Coordinate and manage the maintenance of all Foundation related documents and records.

**Accounting, Budgeting and Endowment Management**

- Develop and maintain reliable accounting and financial management systems and controls
- Prepare monthly financial reports including monthly financial statements, budget reports and endowment balance reports.
- Oversee cash flow, purchasing and invoicing
- Assist in developing and managing the foundation's operating budget and annual distribution to the college.
- Working with the UA gift processing team, manage gift processing of all gifts and corresponding donor acknowledgements
- Coordinate annual internal and external audits and work with UA Donor Engagement team on compliance review
- Responsible for all regular and special financial and investment reports to management, board, and various university entities.
- Serve as a liaison with outside financial professionals including accountants, auditors, investment consultants and managers, and attorneys.

## Development Support

- Working with UA Donor Engagement team, ensure a coordinated donor stewardship strategy for McCoy College and Foundation donors.
- Responsible for drafting and producing Foundation and College donor acknowledgement letters.
- Assist Development staff in stewardship of donors to the McCoy College Foundation including but not limited to maintenance of donor wall, greeting card mailings, scheduling stewardship visits, and impact reports to donors.
- Assist development staff with logistics for donor and alumni visits, including scheduling meetings with faculty, staff, and students; reserving rooms; ordering catering; and coordinating parking and materials.
- Draft Donor Memorandum of Understanding documents

## Foundation Operations:

- Provide administrative support to the Executive Director, Board of Directors, and related committees and groups.
- Assist in the management of procurement processes including request for proposals (RFP), contracts, and post-contract administration.
- Manage Foundation supplies and purchasing and oversee department travel.
- Assist with overall evaluation of business software systems and processes.
- Attendance at foundation board meetings, development events, University Advancement activities and other related activities.
- May be asked to assist or lead special projects and other duties as assigned.
- Maintain office presence and availability.
- Supervise student worker(s).

## Required Qualifications:

- **Bachelor's degree in Business, Accounting, finance or related field and a minimum three years' experience working in bookkeeping, accounting or equivalent field.**
- Effective interpersonal, verbal, and written communication skills in a variety of settings.
- Knowledge of accounting principles and software, accounts payable and receivable and bookkeeping practices.
- Knowledge of software related to database management, Microsoft Word and Excel, accounting, and business applications.
- Ability to prepare understand financial reports and written job instructions; prepare correspondence, spreadsheets, financial reports, and procedures; explain and give instructions; and perform complex calculations.
- 

## Preferred Qualifications

- Experience with budget and reconciliation processes.

- Experience with cash management and deposit functions.
- Experience with Raiser's Edge and Quickbooks
- Experience in a university financial and/or foundation board setting.
- Knowledge of the University policies and procedures.

**In addition, the candidate should possess the following:**

- Ability to analyze complex situations accurately and adopt effective courses of action.
- Ability to streamline and organize all board communications.
- Ability to interpret and evaluate descriptions and explanations of problems, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.
- Ability to carry out a variety of professionally complex assignments without detailed instructions.
- Establish and maintain cooperative and inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents.
- Ability to accept constructive feedback and work cooperatively in group situations.

**Please submit applications on the [TXST HR Website](#)**