VACANCY

at
RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Gift Coordinator</th>
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<td>DEPARTMENT:</td>
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<td>DATE TO BE FILLED:</td>
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<td>TBD</td>
<td>Immediately</td>
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RANK OR POSITION AND SALARY RANGE:
Negotiable

Gift Coordinator duties and responsibilities:

GENERAL SUMMARY/ OVERVIEW STATEMENT:
Focused on managing high level activities in a complex and fast-paced environment S/he will work independently and collaboratively on special projects and ongoing strategy to grow Rust College major gifts program.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Manages calendars and assists in preparing for appointments, meetings and presentations by anticipating, coordinating, reviewing and organizing related materials including PowerPoint and handouts.
- Works closely with office leadership to manage high-level internal and external relationships.
- Interacts directly with donors and other constituents, demonstrating good judgment and discretion and representing Rust Development with the highest degree of excellence.
- Updating information in a fundraising database, including biographical information, fund designation, receipts and acknowledgements as appropriate, producing queries, reports and mail merges.
- Writing, proofreading, editing and reviewing correspondence and other written materials upon request and interpreting information necessary to draft responses as needed.
- Helps to pull together budget materials, organizing and track against FY Operating Plan.
- Organizing and maintaining files, both paper and electronic.
- Event planning including briefings, mailings, RSVP tracking, and event staffing.
- Fielding routine phone calls and taking accurate messages.
- Effectively troubleshoots and resolves issues with internal/external constituencies.
and departments using diplomacy and tact.

- Book travel arrangements including accommodations, flight and ground transport with personalized itineraries and processing related travel and business expense reports.

- Prepares meeting materials, agendas, and other correspondence, sharing minutes and next steps in a timely manner.

- Arranges meetings with prospects, donors, volunteers and hospital staff, which includes scheduling participants, securing meeting location, and making site arrangements. Prepares biographies, briefings and agendas for meetings.

- Performing the “hospital run” for the Development Office on a regularly scheduled basis.

- Covering the Development Office reception desk as needed.

- Occasional night and weekend hours supporting development activities.

QUALIFICATIONS:

- One plus year’s development experience preferred or related experience.

- Excellent written and oral communication skills with strong proofreading ability

- Superb organizational skills with meticulous attention to detail

- Excellent computer literacy and intermediate experience in using Microsoft Office Products, including Word and basic PowerPoint and Excel.

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:

- Team player

- Flexibility in work style and the ability to multitask

- Enthusiastic attitude and an appreciation for a fast-paced, professional environment

- Sincere interest in philanthropy and advancing the hospital’s mission of patient care, teaching and research

- Ability to manage multiple projects simultaneously and work autonomously under pressure of multiple and sequential deadlines.

QUALIFICATIONS: The applicant must have a Bachelor’s degree. The applicant must have strong interpersonal, written, and oral communication skills. The applicant must also have good computer skills (knowledge of PowerPoint software is a plus). Additionally, the applicant must have the ability to transport, lift, and carry bulky recruitment materials to remote sites while working alone. The applicant must possess a
valid driver’s license.

**SPECIAL INFORMATION:** The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:
Corey Buchanan, HR Director
Rust College
150 Rust Avenue
Holly Springs, MS 38635
careers@rustcollege.edu

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<thead>
<tr>
<th>CLOSING DATE FOR RECEIPT OF APPLICATION:</th>
<th>POSTING DATE:</th>
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<tr>
<td>Open until a qualified applicant is found</td>
<td>March 5, 2021</td>
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Rust College is an equal opportunity/affirmative action employer.