

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Advancement Coordinator
EMPLOYMENT TERM: Full-time, 12 month position
BEGINNING DATE: Negotiable
LOCATION: Carthage, Texas

DESCRIPTION: Manage donor database assuring the integrity of data and records, including the accurate entry of all gifts: deposit all funds received to the proper account with the business office and post deposits to appropriate office journal; prepare and distribute donor correspondence including, but not limited to, gift receipts, acknowledgements, memorial cards, annual reports, thank you letters, and sustainer reminders; assist donors with any questions and/or requests as needed; prepare reports for both internal and external use by reviewing information, preparing materials, entering information into databases, reviewing draft information, proofreading all materials, and submitting information to appropriate parties, and filing all essential documents; maintain all aspects of scholarship application process including preparing and review scholarship applications and reports for the scholarship committee, notify recipients and providing proper forms to process scholarship, notify and work with all necessary offices to distribute scholarships; track scholarships and recipients to confirm qualification in the spring and monitor for completion or transfer; performs miscellaneous job-related duties as assigned. For a complete job description go to: www.panola.edu/human-resources

QUALIFICATIONS: Bachelor's degree with 1 to 3 years' experience directly related to the duties and responsibilities required. Experience working with non-profit and/or in higher education preferred.

COMPENSATION: The salary offered will be \$35,600 annually.

BENEFITS: Group Health and Life Insurance, Educational Retirement, Social Security, Optional – Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period.

CLOSING DATE: Screening of applications to begin immediately. Position open until filled.

APPLICATION PROCEDURE: To be fully considered, applicants should secure and submit an **application** with a **detailed resume, three letters of recommendation, and official transcripts** to:

Mike Edens, Office of Human Resources
Panola College, 1109 W. Panola St, Carthage, Texas 75633

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