

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Advancement Coordinator

**Department:** Advancement

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

**Purpose:** The Advancement Coordinator serves as a central operational leader within the Office of Advancement and Alumni. This role provides comprehensive operational, CRM, documentation, and donor support services that ensure excellence in fundraising operations, donor engagement, and campaign execution. As the first line of engagement for internal and external constituents, the Advancement Coordinator represents Oklahoma Baptist University with professionalism, warmth, and efficiency. This role supports major gifts, annual giving, corporate and foundation relations, campaigns, planned giving documentation, and donor relations initiatives while maintaining the systems and structure that allow the advancement team to operate with integrity, accuracy, and responsiveness.

### **Essential Functions:**

#### **Advancement Office Administration and Operations**

- Serve as primary administrative coordinator for the Office of Advancement and Alumni.
- Manage main advancement phone line and email inbox.
- Coordinate travel logistics for advancement team members.
- Oversee center card and check requisition usage, reconciliation coordination, and documentation compliance.
- Coordinate student worker hiring, scheduling, training, and task delegation.
- Manage conference room and Cargill Cottage scheduling and meeting space coordination for advancement use.
- Maintain advancement office calendar and assist with internal scheduling as needed.
- Create Onboarding training systems and implement for new advancement staff.
- Serve as primary liaison for advancement/alumni and HR departmental relations and fulfillment.

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

### **CRM and Data Management (Blackbaud Raisers Edge NXT)**

- Enter and maintain accurate constituent and gift or donor data as needed on bulk data transfers.
- Help to create and assist with pledge reminder workflows.
- Execute list pulls for targeted campaigns, events, and donor communications.
- Support segmentation for annual fund, campaign initiatives, and stewardship.
- Maintain data integrity in collaboration with Donor Relations and Analytics.
- Create workflows and database to track naming opportunities and campaign commitments.

### **Donor Relations and Campaign Support**

- Assist with targeted mailings and email campaigns.
- Assist with production and fulfillment of donor communications.
- Support campaign reporting and documentation.
- Prepare briefing materials and donor packets.
- Assist with event logistics and donor hospitality preparation.
- Support stewardship touchpoints and acknowledgment processes.

### **Gift and Agreement Documentation**

- Prepare and manage pledge agreements, gift agreements, and naming documentation.
- Assist with hybrid and endowed gift documentation.
- Coordinate documentation for planned giving, including bequest intentions and legacy commitments/ collaboration with Waters Edge.
- Support corporate sponsorship agreements and deliverable tracking.
- Assist with foundation and grant documentation, reporting timelines, and compliance tracking as needed.
- Maintain master files of foundational and campaign documents.
- Create and maintain policy manual for both advancement and advancement campaigns.
- Assist VP of Advancement with coordination of Campaign Committee and President's Council.

### **Planned Giving and Corporate and Foundation Support**

- Coordinate back-office fulfillment of planned giving documentation.
- Maintain tracking of estate intentions and legacy society records.
- Support corporate gift documentation and sponsorship fulfillment.
- Assist with grant proposal data assembly and reporting coordination.
- Maintain tracking calendar for foundation reporting deadlines.

**OKLAHOMA BAPTIST UNIVERSITY**  
POSITION DESCRIPTION

**Constituent Engagement and Office Representation**

- Serve as the welcoming presence of the Office of Advancement and Alumni.
- Provide high level customer service to alumni, donors, faculty, staff, and external partners.
- Coordinate internal information flow between Advancement, Business Office, Enrollment, Athletics, and University leadership.
- Maintain professionalism and confidentiality in all interactions.

**Advancement Services and Compliance**

- Documentation retention and audit readiness.
- Record retention policies.
- Campaign documentation creation and governance.
- Budget tracking support for advancement initiatives.

**Required Qualifications:**

- Experience working in a CRM system, preferably Blackbaud Raisers Edge.
- Strong administrative and organizational skills.
- High attention to detail and documentation accuracy.
- Ability to manage multiple projects simultaneously.
- Strong written and verbal communication skills.
- Professional presence and high relational intelligence.
- Commitment to confidentiality and ethical fundraising standards.

**Education:**

Preferred: Bachelor's degree.

**Required Experience:**

- 5 years coordinator or administrative experience in higher education.

**Preferred Experience:**

- Experience in higher education advancement or nonprofit fundraising.
- Experience working with foundations and institutional partners.

**Equipment:**

**Required:** Experience utilizing Microsoft Office Suite, Excel, project management tools.

**Preferred:** Experience utilizing fundraising CRM system.

**Physical Requirements:**

**OKLAHOMA BAPTIST UNIVERSITY**  
POSITION DESCRIPTION

- Ability to assist in event set up, hosting donors, and attending on campus events.

**Special Requirements:**

- Must be a member of a local evangelical\* Christian church.\*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for “Administrative Applications” on the OBU website at: <https://www.okbu.edu/hr/jobs.html>

**OBU Benefits Summary:**

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee’s base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at [HR@okbu.edu](mailto:HR@okbu.edu).