



Job Specification

Job Title: Development Coordinator
BCAT Code: 443X AA
Pay Grade: G12

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Plans, develops, and coordinates programs in area of assignment with substantial emphasis in marketing activities.

Examples of Duties

- Creates and develops various programs and clubs.
- Performs various duties in promoting and developing programs, events, and specific area of assignment.
- Provides public relations for area of assignment.
- Coordinates and develops community outreach programs.
- Conducts research and analysis; prepares various reports.
- Develops strategies and objectives within area of assignment.
- May supervise staff or volunteers.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability and skill in organizing, coordinating, and communicating effectively.
- Ability to handle and accurately convey very detailed information.
- Knowledge of applicable computer applications.
- Knowledge of methods and practices of donor research and promotional strategy.
- Knowledge of information systems such as Banner, Microsoft Office, etc.
- Skill in developing and maintaining financial relationships.

Minimum GSU Hiring Standards

Bachelor's degree in and one-year experience; or a high school diploma or GED and five years experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.