

**HOWARD UNIVERSITY**  
**Position Description**

|                         |                                |                      |            |
|-------------------------|--------------------------------|----------------------|------------|
| <b>POSITION TITLE:</b>  | Development Record Coordinator | <b>SALARY GRADE:</b> | HU-10      |
| <b>DATE REVISED:</b>    | December 1, 2014               | <b>EEO CODE:</b>     | 05         |
| <b>JOB CODE:</b>        | 8029                           | <b>FLSA STATUS:</b>  | Non-Exempt |
| <b>BARGAINING UNIT:</b> | N/A                            |                      |            |

|                    |  |
|--------------------|--|
| <b>DEPARTMENT:</b> | <b>POSITION NO:</b>  |
| <b>REPORTS TO:</b> | <b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes |

**BASIC FUNCTION:**                    The purpose of this position is to assist the development function with the responsibility of recording and tracking all alumni, corporate and individual gifts and grants that are received by the University.

**SUPERVISORY ACCOUNTABILITY:**                    Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:**                    Internal contacts include executives, administrators, faculty students and staff from a variety of administrative units. External contacts include alumni, corporations, accountants, auditors and representatives from federal, state and local government.

**PRINCIPAL ACCOUNTABILITIES:**                    Prioritizes and coordinates gift-processing responsibilities for alumnae, corporations and individuals.

Enters pertinent data into computer on all gifts received from these constituencies, assign account numbers and balance gift-processing logs with the database coordinator.

Assists in the maintenance and reconciliation of donor accounts and records, and provides support in the area of gift reporting and acknowledgement.

Coordinates and implements the pledge and billing system in a timely fashion.

Processes and mails standard acknowledgement letters, bills, and receipts that are computer driven.

Maintains hard files for all gifts receipts, reports, and gifts transmittal for University auditing purposes.

Develops and tracks matching gifts for the University.

Prepares scheduled standardized reports or ad-hoc reports on an as needed basis.

Maintains current information on assigned constituencies on the database.

Coordinates mail merges as assigned.

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Maintains a current gift and grant processing procedures manual.

Performs other duties as assigned.

**CORE COMPETENCIES:** Skill in oral and written communications with the ability to speak clearly.

Skill in operation of computers, related software applications (MS Word, Excel, PowerPoint and Access). Knowledge of standard office equipment.

Knowledge and skill in accounting and budgeting techniques and principles.

Ability to apply simple analytical concepts and verify the accuracy of data.

Ability to follow instructions, pay attention to detail and adhere to a changing system of specific policies and procedures.

Knowledge of organizational practices.

Knowledge of supervisory practices and principles.

Skill in organizing work of self and others.

Ability to effectively communicate.

Ability to establish and maintain effective and harmonious working relations with staff, university officials and the general public.

**MINIMUM REQUIREMENTS:** Bachelor's Degree and 1-3 years of related work experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** N/A

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_

