



## **Corporate & Individual Sales Coordinator**

### **Full-time, Contract Position**

This contract position will be hired through Strategic Solutions by Tricia, LLC which serves as fundraising counsel for Thomas Nelson Community College's Educational Foundation. This position will be housed at Thomas Nelson's Hampton Campus and report to the Director of Development.

The Corporate & Individual Sales Coordinator will focus their efforts on selling event sponsorships and table sponsorships for the College's 50<sup>th</sup> Anniversary Gala which will take place in October 2018. This position will call on and visit both existing friends of the College, new partners and alumni partners. The successful candidate will have a proven track record in fundraising, especially in the corporate sponsorship arena and higher education. This position will develop a portfolio of prospects and donors who have the potential to support the College with a sponsorship and develop a long-term relationship. The successful candidate will be a self-starter, not afraid of being told no, entrepreneurial in their approach to setting appointments, developing business and closing sponsorships.

The successful candidate will have a bachelor's degree from an accredited university and possess at least three years of corporate sales or fundraising experience.

### **MAJOR RESPONSIBILITIES:**

- Cultivate and solicit leadership annual gift donors for annual campaign, engaging Director of Development, Vice President of Institutional Advancement and others as required.
- Manage portfolio of donors to include individuals, foundations and corporations to meet annual Development Plan goals.
- Complete at least 15 donor/prospect visits per month.
- Develop direct mail messages and collateral materials in accordance with Development Plan.
- Provide organization, production and maintenance of annual campaign materials.
- Implement on-going personal/written/phone contact with donors/potential donors.
- In conjunction with Director of Development and staff implement annual mail solicitation campaign.
- Create contact reports for each donor visit and record them into database system.
- Consults with the Director of Development to strategize annual campaign fundraising efforts, next steps and goals.
- Attend weekly development planning meetings, monthly development department meetings and other required meetings as scheduled.

### **QUALIFICATIONS:**

- Bachelor's degree required.
- Minimum three years development experience, including annual campaigns required.
- Experience in higher education preferred.
- Strong organizational, administration, interpersonal communication skills, detail and "big picture" oriented.
- Skill in preparing written reports and proposals.
- Solid writing, editing and presentation ability.
- Professional demeanor, flexible and able to respond to multiple demands.

- Must possess reliable personal transportation and be approved by insurance carrier to drive personal vehicle.
- Must be flexible regarding work schedule and location.

**Please send cover letter, resume and three professional references to:**

Tricia Hudson  
President & Owner  
Strategic Solutions by Tricia, LLC  
tricia@strategicsolutionsbytriciallc.com