



### Job Description

Position: **Rock U Advancement Coordinator**

Reports to: **Rock University Pastor**

Position Status: **Full-Time, Non-Exempt**

Department : **Rock University**

Effective: **December 2009**

Replaces: **All Previous**

Position Number: **RC-35-09**

Posting Date: **December 10, 2009**

1<sup>st</sup> Closing Date: **December 17, 2009**

### Position Summary:

The Advancement Coordinator is responsible for development and implementation of all resource development, alumni affairs, advertising, and public relations for Rock U. This position reports directly to the Rock University Pastor, keeping the pastor advised of all planning, organizing, staff and development of Rock U's institutional advancement.

### Job Responsibilities and Duties:

1. Builds a strong awareness at the Rock Church of the Rock Solid, Impact, and Special Forces programs.
2. Coordinate general advertising (print, broadcast, electronic message board, and outdoor advertising) for the Rock U and its related programs.
3. Is responsible for the coordination of all development brochures and marketing materials in association with MarCom.
4. Works with MarCom to promote Rock U. Work with faculty and administration to coordinate press releases to promote programs and events that are of interest to the community.
5. Promote the College through contacts with area chambers of commerce, civic clubs and professional organizations.
6. Coordinate special events for the Rock U such as open houses, weekend seminars, special development functions and building dedications.
7. Coordinate with the Rock Stewardship Department to facilitate appropriate donor recognition to nurture "friend-raising" and "fundraising" functions of Rock U.
8. Maintains a donor database in coordination with the Rock Church Stewardship Department.
9. Coordinates fun events for the Rock U such as beach BBQ's, monthly worship/prayer gatherings, graduation celebrations, special ceremonies and Homecoming.
10. Coordinate all areas pertaining to alumni: serves as administration liaison with Rock U alumni, maintain a database of alumni, maintains communication network (Alumni e-mail listing, Alumni Newsletter and web pages) between the Rock U and alumni.
11. Collaborates with the Rock U's Senior Leadership Team to develop and implement a long-range plan and strategy for fundraising.
12. Coordinates and/or executes fundraising efforts including but not limited to major gift solicitation, planning, and executing Rock U's annual and capital campaigns.
13. Advises the Rock U pastor in planning and development of all activities related to Rock U advancement..
14. Supervise the Rock Advancement staff including, volunteers and work-study students.
15. Develop annual budget and other reports and documents as needed.
16. Responsible for assuring that annual and long-term objectives are in line with Rock U objectives and that there is a formal system of evaluation and documentation.

17. Coordinates, compiles, and assists in writing of the all student affairs reports and evaluative instruments to ensure accuracy and efficiency, including necessary related reports and correspondences.
18. Teaches agreed upon classes at a college level, including syllabi, lesson plans, and printed materials.
19. Serves as a member of Rock U's senior management team.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Rock University Pastor.

### **Job Skills and Requirements:**

1. Bachelor's degree and three years administrative experience in a spiritual equipping school or Bible college.
2. Has the ability to work well under short deadlines, think clearly under pressure, manage multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
3. Must be entrepreneurial in nature, self-motivated and able to take projects through to completion.
4. Excellent communicator: must be able to articulate clearly both in spoken and written form.
5. Strong relationally and the ability to oversee and lead multiple teams consisting of both staff and volunteers and be experienced in conflict resolution.
6. Strong organizational skills and attention to detail and accuracy. Demonstrated ability to research, produce answers and give clear direction.
7. Ability to provide sound Biblical counsel and guidance for students.
8. Evidence of a strong commitment to a philosophy of ministry consistent with the Rock U's mission.
9. Travel may be required from time to time.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

### **Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.