



Business & Development Coordinator

The Alumnae Association of Mills College (AAMC) seeks a part-time (14 to 18 hours/week) Business & Development Coordinator to work in its office on the Mills College campus in Oakland, California. The coordinator will begin as a temporary position for 6 months.

Position Description:

The Business & Development Coordinator assists and advances the operations and fundraising efforts of the AAMC. The association is rebuilding fundraising and gift processing systems after years of having been relatively inactive in this area. The Business & Development Coordinator will play a key role in the coordination, and implementation of new fundraising software as well as in charge of bookkeeping.

This position reports to the president of the association and works in close partnership with AAMC treasurer, the association's part-time communications coordinator as well as board members and volunteers involved with fundraising and business operations.

Primary Duties and Responsibilities:

Bookkeeping

- Assist the AAMC treasurer by creating budget & financial reports, and prepare materials for annual tax filing
- Pay bills, process expense reimbursement request in accordance with AAMC policy
- Record expense and income by using QuickBooks
- Perform accurate, timely processing of donations and pledges in accordance with established requirements and standards
- Work on special projects as assigned

Development

- Assist in migrating alumnae data into Giveffect and ensure donations information flows from Giveffect to QuickBooks correctly
- Manage database in Giveffect
- Support development of online fundraising and gift processing systems
- Manage the gift receipting and donor acknowledgement process
- Coordinate and support the work of fundraising volunteers

Position Qualifications:

- Bachelor's degree preferred; two years of experience may be substituted for education
- At least one semester of coursework in or six months of experience with bookkeeping or accounting
- At least one year of experience with processing gifts in a nonprofit organization
- Experience with non-profit CRM such as Giveffect
- Proficiency with PC operating systems, Quickbooks Online/Desktop, Microsoft Office Suite (especially Word and Excel), and Google equivalents (Docs and Sheets).
- Familiar with handling confidential information
- Excellent people skills with experience collaborating in a multi-disciplinary, diverse and dynamic team and volunteers
- Organized, detail-oriented, and deadline-oriented
- Ability to manage competing priorities while working on multiple projects
- Outstanding analytical and problem solving skills
- Strong verbal and written communication skills
- Ability to take initiatives and work independently

Work Schedule and Compensation:

This is temporary position for three months, with the possibility for the term to be extended. There is some flexibility regarding which days the hours to be worked each week will fall on, and there is a possibility of working a few hours at home, but we would prefer for the coordinator to work in the office on two days of the week.

Application Instructions:

Email application materials to aamc@mills.edu. On the subject line of the e-mail, state "Business & Development Coordinator" and applicant's last name. Please submit a resume and cover letter as PDF or Word attachments to your email message.

The Alumnae Association of Mills College (AAMC): Founded in 1879, the AAMC is an independent, inclusive community that promotes the interests of Mills College alumnae through action, information, and lifelong connections and learning. We elect representatives to the Mills College Board of Trustees, link students and alumnae, co-sponsor events with the College, help plan Reunion, organize travel programs, and celebrate the outstanding achievements of Mills alumnae. We encourage the growth of Mills as an undergraduate college for women and gender nonbinary students and a graduate institution for all genders.