

Fund Coordinator, Advancement Services

The Fund Coordinator supports all needs required to manage donor funds and administer fund disbursements on behalf of Memorial Hermann Foundation. Primary responsibility lies in coordinating details within the fund transfer request process, tracking and reporting progress of fund balances and activity. The Coordinator will regularly review fund disbursement reports and transfer projections for accuracy and to proactively support the needs of Foundation.

PRINCIPAL ACCOUNTABILITIES

- Reviews all submitted transfer requests to ensure proper information is obtained; coordinates transfer approvals and processes requests through to completion.
- Monitors overall transfer process, notifying of any discrepancies or delays.
- Tracks and monitors restricted gifts; partners closely with gift entry team to effectively obtain gift details on a timely basis.
- Supports Director of Advancement Services with all funding report needs.
- Manages funding requests and communications, escalating high priority items as needed.
- Creates new funds as identified and approved by Foundation leadership.
- Updates fund notes, categories and details in Raiser's Edge.
- Collects and tracks metrics and impact statements to enhance donor stewardship and reporting.
- Manages special projects and requests, as assigned by Director of Advancement Services.
- Ensures excellent customer service is provided to key partners and stakeholders, while adhering to Memorial Hermann policies and procedures.
- Other duties as assigned.

Experience / Knowledge / Skills:

- Bachelor's degree in business, finance or related field or four (4) years of related experience.
- Three (3) years of non-profit experience; in a health care fundraising environment a plus.
- General knowledge of financial accounting and general office procedures; fundraising knowledge preferred.
- Must have the ability to comprehend complex financial policies and procedures.
- Previous experience using Windows-based computer software; proficiency in database systems or Raiser's Edge experience a plus.
- Excellent verbal, written and interpersonal communication skills.
- Displays high degree of judgment, discretion and confidentiality.
- Ability to meet competing deadlines in a fast-paced environment.

Apply at: <https://jobs.memorialhermann.org/us/en/job/100140566/Fund-Coordinator-Advancement-Services>