



## **POSITION INFORMATION**

Title: Executive Development Coordinator

Division: Development

Full-Time, Exempt Status

## **POSITION SUMMARY**

The Executive Development Coordinator is responsible for providing administrative and project management support to the University of Hawaii Foundation Development Team.

## **DUTIES AND RESPONSIBILITIES**

- Organize and facilitate meetings, schedule and coordinate dates and times, venues, attendance, agenda, and facilities, takes minutes when necessary and provide administrative support and follow-up on matters arising from meetings.
- Coordinate travel schedules, make travel arrangements, and prepare travel briefings for UH Foundation and UH leadership.
- Manage incoming applications for job candidates and coordinate interviews. Make travel arrangements for candidates and new hires. Coordinate orientation schedule for new hires.
- Process expenses and assist in the budget management of the Development Division.
- Regularly deal with diverse matters requiring a broad knowledge of the UH Foundation's organizational operations and policies necessary to ensure appropriate decision-making protocols are followed.
- Assist account administrators with stewardship of donor funds.

### *Prospects and Donors*

- Manage the donor acknowledgment system for the Development Division.
- Prepare materials for presentations and briefings on top level prospects and donors for UH Foundation development group.
- Maintain an effective suspect/prospect system for the Development Division - input contact reports, entity updates and proposals in the Foundation's database, run reports and analyze as necessary.

### *Communications*

- Establish and maintain effective working relationships with a broad constituency within the UH Foundation and the University of Hawaii System.
- Communicate in writing and/or verbally with high profile internal and external contingents, including University and UH Foundation leadership, donors, and supporters.
- Research and draft written communications for a broad array of topics. Gather and compile information and data from various sources into the appropriate format for use in a variety of interactions. The format may include speeches, presentations, briefing materials or talking points that would be used for discussions meetings, events, proposals, reports and other correspondence.
- Relaying and resolving routine telephone inquiries, establishing and maintaining records.

### *Special Projects and Special Events*

- Manage and complete special projects as requested including research and preparation of communications, correspondence, reports and other materials as required.
- Liaise and coordinate with UH Mānoa Chancellor's office on home UH football games; manage invitations, ticket distribution and event briefing preparation.
- Organize and facilitate special events when appropriate. Schedule and coordinate dates and times, venues, and vendors. Extract and analyze data to generate guest list; assist in design and preparation of invitation; coordinate RSVPs. Prepare event briefings. Provide support at events, as necessary. Provide administrative support and follow-up on matters arising from the events.
- Other duties as assigned.

## **EVALUATION**

The Executive Development Coordinator will meet annually with his/her supervisor to review progress of the position's essential functions. This plan will include specific goals for each of the basic responsibility categories. At the end of each year, the Executive Development Coordinator and his/her supervisor will review progress toward the annual goals.

## **WORKING CONDITIONS**

The Executive Development Coordinator will work primarily in an office environment and will need to sit or stand for extended periods while either working at a computer, attending a meeting, or performing desk work. The position requires travel, mostly by auto. Employee must have a valid driver's license and an acceptable driving record. The Executive Development Coordinator may need to work some evenings and weekends and must be able to work to the demands of the position, which may exceed a 40 hour work week.

## **QUALIFICATIONS**

- Professional, self-starter and team player.
- Highly organized, able to multi-task.
- Excellent interpersonal skills and ability to work with multiple personalities.
- Ability to respond to high-pressure situations.
- Proficient in Microsoft Word and Excel.
- Strong written and verbal communications skills.
- Sensitivity to confidential information.
- Bachelor's degree preferred or a minimum of 5 years of progressively responsible experience in corporate, educational or non-profit organization.
- Broad-based knowledge and skills related to advancement and fundraising in higher education a plus.
- Willing to exemplify and live the values of the UH Foundation (accountability, excellence, integrity, service, teamwork, and trust).

## **TO APPLY**

Applicants should submit a letter of interest that provides evidence of the qualifications, a resume, and the names, addresses and telephone numbers of at least three professional references to: University of Hawai'i Foundation, Human Resources Department, P.O. Box 11270, Honolulu, HI 96828-0270. FAX: (808) 956-9786. Email: [humanresources@uhfoundation.org](mailto:humanresources@uhfoundation.org). Deadline: Open until filled.

## **THE UNIVERSITY OF HAWAII AND THE UNIVERSITY OF HAWAII FOUNDATION**

The primary purpose of the University of Hawaii's 10-campus system is to provide an environment in which faculty and students can discover, examine critically, preserve, and transmit the knowledge, wisdom, and values that will help ensure the survival of the present and future generations with improvement in the quality of life.

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