University Relations Coordinator

Job Type: Staff - Regular Full Time Non-Exempt

Job Number: 3606968

Closing: Continuous

Location: Aloha Tower Marketplace, HI

Salary: $40,000 - 45,000

Description

Job Summary:

The University Relations Coordinator is responsible for a variety of essential activities that support fundraising and event management. The University Relations Coordinator's primary function is to help execute the tactical elements of the department's outreach to alumni, donors, and the internal University community under the supervision of the Senior Director of Development.

The ideal candidate will be a strong and motivated team member, committed to upholding high standards for the department and strengthening communication both within the University Relations team and with other teams across campus. Working with both internal and external stakeholders, this individual will meet core and partnership values of teamwork, integrity, accountability, and respect.

The selected candidate must have excellent communication skills. S/he will operate in a highly adaptable and efficient manner in a fast-paced environment; and s/he will be proactive, reliable and accurate, with excellent interpersonal skills.

Qualifications:

Minimum Qualifications:

• Bachelor's degree
• Minimum of two years of similar professional experience, preferably in higher education
• Information systems management experience (preferably Raiser's Edge)

Desired Qualifications:

• Five years or more of professional work experience
• Experience dealing with confidential matters
• Knowledge of university advancement activities, with particular emphasis on information systems, donation accounting, and office operations
• Ability to organize, prioritize, work with interruptions and deal with several tasks simultaneously
• Resourceful and intuitive, with extremely strict attention to detail
• Excellent computer skills and strong communication skills both orally and in writing

Other Qualifications:

• Candidates must be legally authorized to work in the United States. Visa sponsorship and relocation allowance is not available for this position.
• Report to work obligations to support the department and may require work during HPU's winter break, if necessary.
• Must meet training and background check qualifications and comply with the Protection of Minors policy.
• Upon hire, candidate must have reliable personal transportation to facilitate travel between to all HPU worksites and other locations as required by the position. This includes a valid driver's license and a personal vehicle that is legally registered and insured.
• Able to work all shifts and extended hours.
• Successful candidate will be able to work in an environment that utilize excellent time and stress management skills.

Key Responsibilities/Essential Job Functions:

1. Fundraising/Administrative Responsibilities (45%)

• Organize and develop fundraising-related materials, such as case statements, campaign stationery suites, PowerPoint decks, and social media posts
• Assisting with tracking metrics used to inform the team's strategies and tactics for fundraising
• Participating in planning sessions and assisting in organizing projects
• Calendar management, phone coverage, preparing correspondence, setting up and confirming appointments, preparing briefing materials for donor/client visits, entering contact reports in the database, helping to prepare staff for internal meetings, troubleshooting, and communication with other departments, donors and clients
• Responds to donor/client inquiries and customer service requests for the team with the highest level of customer service
• Performs related duties and special projects as assigned
• Handle invoices, expenses and reconciliation of accounts and serve as the key contact for subcontractors, vendors, suppliers and internal and external customers to troubleshoot complaints

2. Event Responsibilities (35%)

• Responsible for University event scheduling and administrative duties related to events, including event registration, attendance tracking and post-event reporting
• Respond to all event inquiries in a timely manner
- Coordinate with vendors as appropriate to ensure that the event team receives appropriate services and supplies
- Manage all communication related to holiday hours of operations, Boat Days, event notices and special announcements
- Prepare post-activity evaluation data and reports on revenues and expenditures

3. Performs other related duties as assigned (20%)

- Actively participates as an effective member of team by completing assigned duties, accepting additional assignments or reassignments.
- Assists with seasonal peaks.

This description is not designed to list all activities, duties or responsibilities which may be required for this job. Other duties, responsibilities and activities may be assigned at any time.

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