

JOB DESCRIPTION

JOB TITLE: Foundation Coordinator

INCUMBENT:

DIVISION: Member Services

DIRECTOR:

MANAGER:

DATE:

JOB SUMMARY

Liaison between the association, the members and the foundation trustees. Strong customer service orientation and quick response to member, non-member and trustee requests. Management of the Endowment Campaign, additional fundraising drives, overseeing the administration of special event at the annual meeting, Foundation accounting, soliciting university proposals for grants, preparing the quarterly newsletter, and other duties as assigned. Supervise part time Foundation temporary employee, as needed.

TASK DESCRIPTION

- Research, prepare and track corporate proposals.
- Administer all aspects of member and local section solicitations
- Coordinate the details of the special events at annual meeting
- Coordinate the details of the board of Trustees meeting at the annual meeting
- Staff the Foundation booth at the annual meeting and other related meetings
- Solicit university applications for grants
- Maintain accurate donor records
- Maintain Endowment Campaign records, track pledges, send reminder notices of pledges due, send acknowledgements of donations received, serve as staff contact with endowment team and fund raising counsel.
- Prepare a monthly accounting summary
- Write articles for newsletter.
- Coordinate the production and distribution of the newsletter.
- Maintain good lines of communication with the foundation Board of Trustees.
- Design foundation promotionals.

KNOWLEDGE/EDUCATION

College degree or relevant experience; 2-3 years minimum experience; foundation experience desirable.

SUPERVISION

Under general supervision of Division Director, proceeds alone on regular duties, referring questionable cases to supervisor.