

Coordinator, AHLA Foundation

Position Title: Coordinator, AHLA Foundation

Reports to: VP, Advancement

The hotel and lodging industry is vibrant, innovative and full of dynamic opportunities for upward mobility while serving and supporting its most important assets: its people. The AHLA Foundation, the charitable giving arm of the American Hotel & Lodging Association, is dedicated to helping people build careers, improve their lives and strengthen the lodging industry. We are a dynamic, entrepreneurial organization poised for growth. The coordinator would join a nimble, collaborative team that is supportive and fun to work with.

Position Summary:

The American Hotel & Lodging Association is seeking a Foundation Coordinator to support the team members across different areas of the organization.

Responsibilities:

Administrative:

- Provide and/or manage, as needed, logistical support for internal meetings.
- Assist with maintenance of Customer Relations Management (CRM) database.
- Help maintain the AHLAF website and manage regular updates to the site.
- Assist with planning for and execution of all Foundation events.
- Manage/oversee donor database in Salesforce including the accurate entry of all donor opportunities and gifts.
- Submit invoices and support payment tracking for the Foundation team.
- Assist with coordinating program-related mailing and printing projects.
- Monitor general email inbox for stakeholder inquiries.
- Post content to social media accounts occasionally.
- Other responsibilities and duties as assigned.

Board of Trustee Meetings:

- Assist with details and coordination of meeting guests.
- Support with preparing board book content.
- Coordinate completion of follow-up tasks from the meetings.

Programs & Grants:

- Assist program leads with correspondence and project tracking.
- Respond to grantees and potential grantees regarding online applications and reports.
- Provide support to grant processing, as necessary.
- Assist with streamlining grants operations and reporting, as needed

Education and Experience:

- Bachelor's degree required.
- Minimum of two (2) years of experience in an administrative capacity.
- Previous exposure to the nonprofit and/or philanthropic sectors a plus.

Skills and Attributes:

- Positive attitude with customer service orientation and willingness to be flexible to adapt to changing needs and "roll up shirtsleeves" to get the work done.
- Strong organizational skills, attention to detail, and accuracy of information.
- Strong writing/editing and verbal communication skills and the ability to ensure the efficient and timely flow of information and communication.
- Excellent relationship management skills, with the ability to cross collaborate effectively.
- Detail-oriented individual with exceptional organizational and time management skills with the ability to multi-task and prioritize work assignments.
- Thrives working in a fun and fast-paced environment and an ability to work both independently and collaboratively across the organization.

Other:

- Position based in Washington, DC area.
- Moderate travel is required.
- Hybrid position 3 days in office. (Mon-Wed or Tue-Thurs.)

Interested applicants can apply by sending their cover letter and resume to hr@ahla.com.

AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

EOE