

AHLEF Job Description

Position: Foundation Coordinator

Reports To: Foundation Manager

Status: Non-Exempt/Hourly

Duties and Responsibilities:

- Produce written content for email listserv, website, and social media networks to raise the visibility of our organization
 - Write and design regular content for website
 - Develop and post regular content for Facebook, Twitter, and other social media platforms
- Draft content for press releases and E-Marketing materials.
- Coordinate the newsletter quarterly content schedule.
- Assist with the development of content for the new AHLEF Website and maintaining it.
- Coordinate with Marketing Department on all published materials, including monitoring printing needs, preparation of P.O.'s, ordering printing materials, and consulting with designers and exterior printing company.
- Coordinate the Alumni Program, which includes:
 - Serve as Alumni Ambassador and official point of contact.
 - Administer alumni communications.
 - Arrange and conduct interviews; write and edit articles regarding alumni.
 - Assist with the maintenance of accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.
 - Assist with data-entry and data verification for all Foundation databases as well as the generation of all required reports.
- Prepare, mail, and track all solicitation letters and proposals.
- Document, enter, track, and acknowledge all donations. Assist in fulfilling obligations to donors with regard to recognition and stewardship activities.
- Help maintain lists of all AHLEF donors suitable for publication in newsletters, annual report, and other publications as requested.
- Provide clerical support for the Foundation and coordinate all major mailings.
- Perform general office duties such as folding and stuffing outgoing mail; arranging shipment of express packages; inventory and order/purchase supplies; and phone coverage.
- Maintain the Foundation's files and materials stored on-site and off-site.
- Maintains the rosters of all Foundation committees and Board, including updates in iMIS.
- Assist in grading scholarship applications and distribution of checks and award certificates.
- Perform other duties as may be requested from time to time.

Job Requirements and Experience:

- Bachelor's Degree, preferably in Communications or Marketing
- 1-2 years of experience, preferably at a nonprofit
- Demonstrated ability to write and edit clear, engaging, and grammatically correct content
- Experience with donor communications or marketing preferred.
- Detail oriented
- Excellent project management skills required
- Ability to multi-task and prioritize work assignments
- Self-motivated and team oriented, with a positive and go-getter attitude
- Proficient in Microsoft Office, Excel, Outlook
- Knowledgeable with mail merges and ability to process large mailings
- Experience in IMIS, Access, or some other database management a plus