

Foundation Coordinator



Will be responsible for working with the Educational Foundation team to assist with projects ranging from writing and developing content for various channels including our website; to managing our growing alumni program and helping us expand our reach. Additionally, will provide general administrative support in conjunction with the disbursement of over a million dollars in scholarship funds or research grants to academics.

Responsibilities:

- Produce written content for email listserv, website, and social media networks to raise the visibility of our organization.
- Assist with developing and posting regular content for Facebook, Twitter, and other social media platforms.
- Draft content for press releases and E-Marketing materials.
- Coordinate with Marketing Department on all published materials, including monitoring printing needs, ordering printing materials, and consulting with designers and external consultants and vendors.
- Coordinate and oversee the Alumni Program.
- 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 general administrative support for the Foundation.
- 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 certificate.
- Other duties as assigned by supervisor.

Education and Experience:

- Bachelor's Degree, preferably in Communications or Marketing
- 1-2 years of experience; or a combination of education and experience.
- Experience in a non-profit organization a plus.

Skills and Attributes:

- Excellent oral and written communication skills; team player with a high level of professionalism, self-motivation, and position attitude.
- Detail oriented individual with exceptional organizational and time management skills.
- Customer service focused
- Demonstrated ability to write and edit clear, engaging, and grammatically correct content
- Excellent project management skills required
- Ability to multi-task and prioritize work assignments
- Knowledgeable with mail merges and ability to process large mailings
- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and iMIS or other database management systems.

To apply, send cover letter and resume to HR@AHLA.com