



**Position title:** Foundation Coordinator

**Supervisor(s):** Director of Alumni Engagement

**Classification:** Administrative, non-exempt, full-time

The Foundation Coordinator is responsible for the daily administrative operations of the Alumni Engagement office at the Kutztown University Foundation. This position reports to the Director of Alumni Engagement and provides administrative support to members of the Development & Alumni Engagement team and handles mailings, events, meetings, lists, communications and data entry/tracking.

In addition, they must be able to interact effectively with multiple constituencies, provide customer service, demonstrate strong organizational skills, be an effective communicator and handle sensitive and confidential information.

**Duties & Responsibilities:**

- Coordinate a variety of administrative actions for the Development and Alumni Engagement team including but not limited to:
  - arranging and organizing meeting materials;
  - space and AV needs;
  - preparation of meeting notes/minutes of alumni or volunteer groups;
  - complete coding of expense reports or invoices for approval;
  - maintaining electronic rosters, membership and contact lists.
- Provides primary reception for KUF, serves as contact for internal and external audiences including greeting visitors and answering incoming calls and monitoring voicemails
- Acts as data liaison between Alumni Engagement and Advancement Services:
  - Ensures accurate and timely recording of engagement contacts from meetings and individual contacts
  - Enters donor and prospect notes into Raiser's Edge
  - Enters all constituent address changes and other updates
  - Enters event registrations and attendance records, when required
- Coordinates Alumni Benefit program offerings including but not limited to Alumni Courses, License Plates, discounts and more:
  - Maintains connection with University and external partners to provide timely promotion, accuracy of data, engagement tracking and customer service
  - Conducts semi-annual review of print and online communications and promotional materials
  - Maintains and annually evaluates, in conjunction with the Senior Director of Philanthropy and Engagement and the Director of Alumni Engagement, a library of current and proposed benefits and a record of deadlines, expenses, income and deliverables related to each.
- Coordinates materials, communications schedule and timeline, and supporting documents for annual initiatives including, but not limited to:
  - Wiesenerger Faculty Award
  - Tuition Sweepstakes
  - Alumni Courses

- Maintains departmental calendars and contact database for Alumni Council and its committees, as well as all volunteer groups coordinated by members of the team
- Provides support for a variety of projects, mailings, email blasts and other communications including but not limited to event invitations, outreach campaigns, summary reports, meeting notes, holiday or special occasion cards, letters, proposals and more
- Assists with budget maintenance by tracking expenditures and invoices, processing receipts, monthly credit card reports and check request forms
- Maintains administrative files for Office of Alumni Engagement
- Other duties as assigned

### **Qualifications**

- Three to five years of relevant experience, or a combination of education and experience from which comparable knowledge and skills have been acquired
- Superior organizational and project management skills
- Possesses outstanding interpersonal, verbal, and written communication skills
- Thorough knowledge of standard desktop software applications such as Microsoft Word, Excel, PowerPoint etc.
- Ability to learn and utilize fundraising programs such as Blackbaud Raiser's Edge.
- An understanding of the relationship between an institutionally-related foundation and its university is helpful
- Ability to relate comfortably to students, donors, alumni, parents and volunteers, as well as to faculty/staff members, administrators and other staff
- Ability to handle sensitive and confidential information
- Occasional night and weekend work required

Please submit cover letter and resume to:

Kutztown University Foundation  
P.O. Box 151  
Kutztown, PA 19530  
[employment@kuf.org](mailto:employment@kuf.org)