

FOUNDATION RELATIONS COORDINATOR

UNIVERSITY ADVANCEMENT

Description: The Foundation Relations Coordinator for University Advancement is responsible for providing complex administrative and executive support to ensure operational efficiencies. This includes meeting, travel and event coordination, calendar management and various reporting duties and special projects as assigned. Additionally, this position coordinates the Foundation Board of Directors' communications, meeting logistics/materials, and takes minutes for all committee and full board meetings.

Minimum Requirements: A bachelor's degree and strong administrative background with a minimum of 3-5 years' experience. Valid driver's license and safe driving history are required. Must have excellent customer service skills and demonstrate strong ethics.

Knowledge, Skills, and Abilities: Ability to develop procedures and oversee implementation of a multi-faceted office in a high-volume environment. Ability to decipher and communicate complex regulations and governing laws. Proven skills in event and meeting planning, as well as in professional communications. Ability to establish and maintain collaborative working relationships. A thorough knowledge of office procedures including budget management experience. Ability to self-start, work independently, and exercise good judgment and discretion in interpreting departmental policies and procedures. Must manage professionally both Foundation Board and office dynamics.

Hire Range: \$45,000- \$ 55,000 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: AH35 – **State Title:** Program Coordinator I **Band:** 05

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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