

Coordinator III, Development Program (Jule Collins Smith
Museum)
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=152002>

Downloaded On: Apr. 23, 2021 12:14am

Posted Dec. 21, 2020, set to expire May 3, 2021

Job Title	Coordinator III, Development Program (Jule Collins Smith Museum)
Department	Development HR Employment
Institution	Auburn University Auburn, Alabama
Date Posted	Dec. 21, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Institutional Advancement Human Resources
Apply Online Here	https://www.auemployment.com/postings/20768
Apply By Email	

Job Description

Job Summary

Coordinates all aspects of Development related program(s), service(s), and/or fundraisers.

Essential Functions

Plans, develops or assists in the execution of programs/services/fundraisers. Coordinates, plans, and organizes events to include activities such as set-up, selecting speakers, and/or negotiating contractual obligations for resources and logistical considerations. Monitors and may develop programs/services budget and ensures programs/services are operating within specifications. Prepares itineraries and makes travel arrangements for those involved in related Development programs/services. Creates and maintains records of prospects, contacts, and constituents. Identifies, screens, and recommends individuals, corporations, and foundations which qualify as prospective donors to and/or volunteers. Provides information to staff, students, constituents concerning Auburn University Development issues

Coordinator III, Development Program (Jule Collins Smith
Museum)
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=152002>

Downloaded On: Apr. 23, 2021 12:14am

Posted Dec. 21, 2020, set to expire May 3, 2021

and concerns through presentation, inquiry response, and/or memorandums/letters. May develop and oversee the marketing function for assigned development programs including (but not limited to) brochures, newsletters, web site and news releases. Receives and resolves inquiries and problems. Creates and maintains donor relations, solicitation and development.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,