



The University of Toledo Foundation Alumni Coordinator

The University of Toledo Foundation:

The University of Toledo Foundation, www.utfoundation.org, an independent 501(c)3 organization, exists for the sole purpose of supporting the University of Toledo. The Foundation is the official gift-receiving and fund-management organization for The University. Our purpose is to support the University's broad educational mission by receiving, managing, and distributing generous gifts to benefit students and enhance faculty and program efforts. The Foundation includes the Development, Alumni Engagement and Special Event functions. Through its subsidiary, the UT Real Estate Corporation, The Foundation also manages off campus real estate matters for The University. The University of Toledo Foundation embraces the mission of The University of Toledo by aspiring to be a forward-thinking, philanthropic organization, providing impactful financial support and engagement opportunities for transformation throughout the University community.

The University of Toledo Alumni Association:

The purpose of The University of Toledo Alumni Association is to support the University by fostering a spirit of loyalty to the University among its alumni. This is accomplished by providing a communications link between alumni and the University, encouraging and establishing activities for the alumni, and promoting programs to assist in the academic and cultural development of The University of Toledo.

Alumni Coordinator:

The Alumni Coordinator assists with developing and effectively executing Alumni program planning for the College of Medicine & Life Sciences Alumni Affiliate. Establishes, maintains and manages an organized, effective and professional operating environment for the Affiliate and Alumni Association.

Qualifications:

A Bachelor's degree in a related discipline is preferred (may consider equivalent combination of education and related experience). Must have previous experience coordinating events and providing administrative support in a fast-paced office environment, budgeting experience, a high level of computer skills including Microsoft Word, Excel and PowerPoint, and exemplary organization and customer service skills with demonstrated professionalism to internal and external stakeholders. Position requires working some evenings and weekends.

Performance Standards:

- Passion for the institution's mission, traditions and long-term success. Consistently demonstrate the mission, vision and values of UTF and the University.
 - Our RITE Values – Respect, Integrity, Transparency & Teamwork, and Excellence
- Outstanding written, verbal and interpersonal skills. Must be able to develop interpersonal relationships with multiple constituents.
- Demonstrate integrity, impeccable ethics, initiative, enthusiasm, and the ability to establish trust and credibility.
- Demonstrate commitment and ability to:
 - Provide quality customer service.
 - Plan, organize and remain accountable for actions.
 - Problem solve utilizing critical thinking skills.
 - Function in a confidential manner.
 - Collaborate with other staff.

To Apply:

Interested candidates should submit a cover letter, resume, and the names and contact information of three professional references. To apply, please send required credentials to UTFJobs@UToledo.edu. **Submissions must be received by October 19, 2018.**

The University of Toledo Foundation values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other status protected by law.