

Lincoln University Job Description

Job title:	<i>Program Coordinator</i>
Department:	<i>Alumni Relations</i>
Reports to:	<i>Director of Alumni Relations</i>

Job Summary:

Reporting to the Director of Alumni Relations, the Coordinator will be part of a highly visible team responsible for responding to alumni inquiries, providing alumni services and benefits, and building affinity for Lincoln University. The successful candidate will be hard-working, flexible and able to demonstrate initiative in a fast-paced, collaborative environment.

Overseeing the daily operational processes for the alumni relations office; (administrative tasks, staff reception desk, order event supplies, manage alumni and donor files, fill out purchase orders, make travel arrangements, track program expenses, etc.)

Qualifications:

- Associate's degree or higher. Bachelor's degree preferred.
- **Experience required - 5 years.**
- Experience dealing with alumni affairs and/or event planning in a university or non-profit setting.
- Experience with internet mail and web searches.
- Experience in online accounting and transaction voucher processing.
- Demonstrated organizational and operational skills, with a proven ability to handle multiple tasks and projects and in meeting established goals with specific time frames.
- Superior interpersonal skills, with the ability to develop relationships with a variety of constituencies, including Board member, donors, senior administrator, faculty, staff, alumni, friends, and students.
- Excellent oral and written communication skills.
- Facility with technology, development, information systems, and databases.
- Interest in Alumni Relations, Development, and the mission of Lincoln University.

Other Skills Required:

- Strong working knowledge of Windows desktop computers, including advanced skill sets in all Microsoft Office modules.
- Strong internet & web skills, and experience interfacing with a variety of databases and internet marketing platforms.
- Exceptional skills in communication with the ability to summarize fully and concisely.
- Strong organizational skills in a multitasking environment.

- Self-starter and self-directed within broad parameters.
- Must be goal-oriented.
- Must have strong people-oriented skills with the ability to maintain a high degree of confidentiality and integrity.

The Coordinator will be expected to:

- Support the planning and execution of on and off-campus alumni programming, including large-scale annual events: Alumni Family Outing, Lion Awards, Homecoming Reunion, Founder's Day, Garden Party, etc.
- Support the Alumni Relations Program by helping to plan events, producing invitations, tracking RSVP's and attendance, managing program time lines, creating briefing materials, and producing follow-up correspondence.
- Participate in the planning and communication of chapter programming.
- Organize, facilitate and participate in event programming.
- Participate in the recruitment and training of alumni volunteers; support the work of regional volunteers, as required.
- Generate condolence letters and proclamations.
- Manage the work flow and improve processes for handling alumni requests; respond to alumni requests, as required, and organize office supplies.
- Supervise Student Workers.
- Overseeing event, program, and project budgets; generate PO's and serve as contact for independent contractors and vendors.
- Staff alumni events, as needed.
- Maintain the Director's calendar. Includes scheduling, travel planning, meeting planning, preparing documents, and overseeing projects resulting from meeting outcomes.
- Serve as the main gatekeeper for all communication to and from the Alumni Relations Office.
- Update information on the alumni/development database (Datatel), and create, edit and distribute information reports derived from the database.

Physical Demands:

Must be mobile across campus. Occasional lifting and moving of boxes <25 lbs and other items to assist with events and distributing office supplies.

Working conditions:

(e.g. Weekend/Evening Work, Travel, Inclement Weather, Hazards)

Office atmosphere. Evening and weekend work required as the person in this position will be required to attend after-hours alumni events.

Salary Information:

Salary Commensurate with Experience and Qualifications.