

## COORDINATOR, FOUNDATION INITIATIVES

### Overview:

The University of Rhode Island Foundation & Alumni Engagement (URIFAE) seeks a creative, driven, and skilled professional to serve as coordinator, foundation initiatives. This position reports directly to the director, foundation initiatives within the URIFAE Chief Executive Officer's (CEO) office. The coordinator will primarily support both the CEO and director on the day-to-day operations of the office and numerous highly visible, enterprise-wide projects within URIFAE. The coordinator will assist in driving projects forward while increasing operational efficiencies. This position will exercise a high level of communication, organization, confidentiality, and attention to detail while proactively anticipating the needs of the CEO's office.

### Essential Functions & Major Responsibilities:

- Supports the overall functions of the URIFAE CEO's office, including scheduling and communicating with members across the organization and the University.
- Closely collaborates with the director to prepare materials, schedule, and coordinate communications and activities for the URIFAE Board of Directors.
- Effectively manages multiple projects and tasks with competing priorities.
- Demonstrates thoroughness and attention to detail while meeting deadlines in a fast-paced environment.
- Operates autonomously, while demonstrating a strong collaborative style and diplomacy, to manage complex situations involving numerous and competing priorities and personalities.
- Fosters and sustains strong relationships across the organization and the University.
- Communicates and collaborates effectively with URIFAE team members, University partners, and external stakeholders.
- Manages operations around the Dean's Advisory Councils and other prominent volunteer leadership groups.
- Performs other duties as assigned.

### Education and Experience:

- Bachelor's degree required.
- Two to four years of professional experience, preferably in higher education, nonprofit, and/or professional office environment
- Strong organizational skills; ability to prioritize and handle multiple projects simultaneously.
- Strong written, verbal, and interpersonal skills, including excellent listening, relationship-building, and customer-service skills.
- Ability to effectively respond to internal and external customers in a timely and professional manner.
- Proven ability to work collaboratively across disciplines/units and build cross-functional interdisciplinary partnerships.
- 1 • Proficiency in using Microsoft applications (Access, Excel, Word, Teams, Planner, and

Outlook), Salesforce, and donor database contact management and tracking systems.

- Proven ability to maintain confidentiality and data integrity.
- Embody the values of URIFAE: accountability, collaboration, integrity, respect, and transparency.

We are pleased to offer a hybrid schedule for this position, three days in the office, and two days working remotely. One of the remote days will be either Monday or Friday. As part of the new hire orientation program, the first month (4 weeks) will be in the office.

**Hiring Salary Range:** \$59,000 - \$65,000 based on experience

### **Join the URIFAE team!**

Send your cover letter, resume, and salary requirements to [URIFAE-hr@etal.uri.edu](mailto:URIFAE-hr@etal.uri.edu).

Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off and retirement savings programs. One benefit that URIFAE does not take part in is the University of Rhode Island tuition waiver program.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.