

POSITION AVAILABILITY MANSFIELD UNIVERSITY FOUNDATION

ANNUAL FUND AND LEGACY PROGRAM COORDINATOR

RESPONSIBILITIES

The Annual Fund and Legacy Program Coordinator is responsible to plan and direct the annual giving and legacy fund programs and soliciting gifts from alumni, parents, friends, faculty/staff and other constituents.

QUALIFICATION

Bachelor's degree and a minimum of two years fund raising or equivalent work experience required. The successful candidate must be able to demonstrate the ability to organize and manage multiple assignments and deadlines. Applicants must have strong written and verbal communication skills. Knowledge of and experience working with computer programs such as Word, Excel and Power Point (or equivalent programs) required and the candidate must be willing to learn and become an efficient user of fundraising software.

SALARY AND BENEFITS

The starting salary range is \$30,000 - \$35,000. The Foundation employees receive generous retirement and health, vision, and dental insurance coverages.

APPLICATION PROCESS

Candidates must submit a cover letter which addresses your interest, work history and how your background meets the qualifications for this position; a writing sample which illustrates your written communication skills; a current resume and the names, addresses and telephone numbers of three work related references to: Mansfield University Foundation, 6 Beecher Street, Mansfield, PA 16933. Electronically submitted applications are acceptable and may be sent to: Melinda Jankowski mjankows@mansfield.edu. Applications will be accepted until the position

is filled. Review of applications will begin September 19, 2011.

SETTING

The Mansfield University Foundation, a not-for-profit organization, is located on the campus of Mansfield University. The University, which is a member of the Pennsylvania State System of Higher Education, currently enrolls approximately 3,300 undergraduate and graduate students. Founded in 1857, Mansfield University is located in Tioga County, a beautiful rural area of north central Pennsylvania known as the Laurel Highlands. The area is noted for the many recreational activities and numerous lakes, streams and both state and federal parks.