

West Chester University Foundation
Corporate and Foundation Relations Coordinator

The WCU Foundation is an independent non-profit organization that supports the goals of West Chester University through fundraising activities, the management of donated resources, and the promotion of the University's needs to prospective contributors.

The West Chester University Foundation is currently looking for a **Corporate and Foundation Relations Coordinator** to join its dedicated, dynamic and collaborative Development team! This part – time position reports directly to the Director of Corporate and Foundation Relations and is ideal for an individual who has excellent customer service skills and is comfortable working in a fast paced environment with a strong attention to detail. This candidate must be an excellent communicator and able to help foster relationships with corporate and foundation partners in order to build and strengthen relationships for the purposes of securing funding for West Chester University initiatives.

At West Chester University Foundation, we focus on building a team and working environment where individuals can succeed professionally and personally. We work with the mindset that an organization is healthy when we work with passion, respect, innovation, dedication and a high degree of ethics.

As a member of our team, you will have a direct impact on a meaningful mission that engages donors and other partners to drive student success. We know that succeeding in our mission of helping West Chester students to achieve more is critical and requires incredible talent and teamwork. We invest in our employees by providing the tools, knowledge and environment necessary to achieve these goals.

More about the WCU Foundation can be found at www.wcufoundation.org

Essential Job Functions:

- Supports Director by coordinating logistics, preparing materials and taking minutes at required meetings.
- Coordinates with the appropriate corporate contacts, WCU faculty and Director of Corporate and Foundation Relations to fulfill corporate sponsorships.
- Works with WCU Faculty and staff to maintain an updated listing of all corporate engagement opportunities between corporate sponsors and West Chester University.
- Tracks grant deliverables from WCU faculty for ongoing grant applications and assists Director in compiling grant applications.
- Develops and maintains grant and sponsorship renewal calendars.
- Other duties as assigned.

Job Requirements/Qualifications:

- High School diploma or equivalent
- Three years related experience
- Effective oral and written communication skills
- Must demonstrate a strong customer service focus to foster cooperative relationships both internally and externally
- Ability to work as a member of a team
- Proficiency in Microsoft Office

- Experience working at a non-profit or higher education a plus
- Experience engaging with corporations; sponsorship experience a plus
- Ability to organize and prioritize work and handle numerous assignments simultaneously
- Experience in a changing, fast-paced professional environment
- Adept at handling sensitive and confidential information

We are proud to offer a competitive salary \$16-\$17/hour commensurate with experience. No relocation assistance is available for this position.

Applicants must submit a **letter of interest highlighting relevant professional accomplishments, a current resume, three references, and salary requirements.**

Please apply by sending requested documents to hr@wcufoundation.org. Review of applications will begin immediately and will continue until the position is filled.

West Chester University Foundation is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, sexual orientation or any other protected characteristics established by law.