



Job Announcement

Title: Member & Program Coordinator

Supervisors: Chief Operating Officer
Chief Development Officer

Organizational Description: Founded in 1965, The American Occupational Therapy Foundation seeks to advance the science of occupational therapy to support people's full participation in meaningful life activities.

Employment Type: Full-time

Benefits Include: Medical and dental insurance, HSA, 401K, transportation / parking subsidy, vacation and sick leave and 11 paid holidays per year.

General Description of Duties

Coordinates activities of Pi Theta Epsilon honor society and the national student fundraising program, the St. Catherine Challenge. Responsible for overseeing membership records and organizing and implementing fundraising projects and activities as necessary.

Examples of Duties

1. Provide management of the honor society including: liaison with the PTE Executive Committee and chapter officers and advisors, membership and order processing, database maintenance and implementing programs to promote chapter growth.
2. Provides key support to the Development Department including: Overall management of the St. Catherine Challenge, database queries, researching potential donors and support for special events.
3. Participates in AOTF initiatives and special events at annual conference and student conclave; including coordination for programs and volunteer management.
4. Acts as liaison to AOTF donors, volunteers, honor society chapters and members and AOTF staff.
5. Manages honor society and St. Catherine Challenge pages on website to insure timeliness and accuracy
6. Participates in organizational strategic planning.
7. Assists with honor society budget and monitors project budgets.
8. Other duties as assigned

Education/Experience Required

- Baccalaureate Degree and/or equivalent business experience.
- Preference will be given to those with fundraising experience.
- Demonstrated proficiency with Windows, WORD, graphics software, and donor database management.

Qualifications

- Ability to function independently and proactively.
- Ability to prioritize workload, continually manage multiple tasks and meet deadlines.
- Excellent communication skills, both written and verbal.
- Ability to engage and interact with stakeholders in all mediums (in person, by telephone, electronically)
- Sound judgment and confidentiality.
- Strong ethical principles.
- Strong team player with ability to collaborate with other staff.

Travel:

Some travel will be required.

Application Instructions:

If you are interested and qualified, please send a cover letter with resume, salary requirements, and contact information for 3 persons with current knowledge of your character and qualifications to AOTF at HRDept@aotf.org.

Review of applications will begin immediately and continue until the position is filled. Applicants to be given further consideration will be contacted.

*AOTF is an "at will" employer committed to non-profit best practices.
We enthusiastically conduct our hiring in accordance with equal opportunity guidelines.*