

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, FOUNDATION AFFAIRS

Reports To: Designated Supervisor

UW Job Code: 3897

UW Job Family: 33 – Management Support

SOC Code: 43-6011

FLSA: Exempt

Pay Grade: 22

Date: 12-12-11

JOB PURPOSE:

Provide administrative support to the President/CEO of the Foundation, Director of Operations and UW Foundation Board of Directors; assist with directing the operational, financial, personnel and planning functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research complex problems, inquiries and situations and recommend alternative solutions; prepare detailed reports and documentation; serve as mediator or liaison with other University departments, external individuals and groups.
- Perform special projects, including researching, editing, planning, presenting results and providing project leadership.
- Perform event planning, attend events as required. Assist with directing the operational, financial, personnel and planning functions.
- Assist with strategic planning; assist in the development of policy for area; prepare related documentation as appropriate.
- Will liaison with business office on various policies and procedures.
- May act as liaison to development officers, donors, and/or University departments and perform stewardship and event activities as required. Maintain an excellent relationship with outside dignitaries and donors.

SUPPLEMENTAL FUNCTIONS:

- May make recommendations for current expenditures and ongoing budget planning; may manage funds for assigned areas of responsibility.

COMPETENCIES:

- Individual Leadership
- Strategic Planning
- Formal Presentation Skills
- Influence
- Integrity
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Communication methods and techniques.
- Short and long-term goal setting and achievement strategies.
- Business practices, financial reporting, and cost projections.
- Computer programs and software in use in the department or area.
- Records maintenance processes and procedures.
- Scheduling techniques.
- Office management principles and practices.
- Finance, accounting, budgeting, and cost control procedures.
- Supplies, equipment, and/or services ordering and inventory control.
- Html, web page creation, and website maintenance.
- Commencement ceremony procedures, facilities, and equipment requirements.
- Accounting procedures involving procurement, travel, and/or employment.
- Project management principles, practices, techniques, and tools.
- Human resources concepts, practices, policies, and procedures.
- Laws, regulations, methods, and techniques in the area of specialty.
- Current and emerging trends in technologies, techniques, issues, and approaches.
- Development and implementation of symposia, conferences and meetings including speaker selection, marketing, and follow-up assessments.

Skills and Abilities to:

- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to use discretion and independent judgment in matters of significance.
- Supervise and train others.
- Create, compose, and edit basic, routine and complex written materials.

- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Maintain effective supervisory relationships.
- Supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Investigate, analyze information, draw conclusions, and make recommendations based on data or findings.
- Develop and maintain recordkeeping systems and procedures.
- Develop and maintain websites.
- Maintain calendars and schedule appointments.
- Manage projects to meet multiple and conflicting project timelines.
- Provide project leadership.
- Design, conduct and coordinate symposia, conferences and meetings, select speakers, market events and conduct follow-up assessments.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.