

**Job Title**

Foundation Coordinator &amp; Strategy Administrator

**Short Description**

The APCU Foundation Coordinator and Strategy Administrator provides leadership, oversight, and performs administrative tasks for the daily operations of the APCU foundation while achieving funding objectives through the development of multi-channeled, donor-centric annual funding programs.

**Full Description**

Job Description: Foundation Coordinator and Strategy Administrator

Position Status - Full Time (Exempt)

Reports To: President and CEO

Purpose: The primary purpose of this position is to assist Atlanta Postal Credit Union to live out our Mission, "To help our members achieve financial success by providing exceptional products and service." The APCU Foundation Coordinator and Strategy Administrator provides leadership, oversight, and performs administrative tasks for the daily operations of the APCU foundation while achieving funding objectives through the development of multi-channeled, donor-centric annual funding programs.

Essential Duties and Responsibilities: Other duties may be assigned.

1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises:
  - a. I promise to be mindful of your time with fast, efficient, courteous, and friendly service.
  - b. I promise to demonstrate integrity in all my interactions.
  - c. I promise to always treat you with dignity and respect.
  - d. I promise to work with fellow employees throughout the credit union to ensure you receive the best possible products, service, and solutions.
  - e. I promise to safeguard the security and confidential nature of your financial information.
  - f. I promise to greet you with a smile and thank you for your business when your transaction is completed.
  - g. I promise to deliver on our mission to help you achieve financial success by providing exceptional products and service.
2. Performs administrative duties for both the foundation and the credit union including, but not limited to, emailing, gathering data, copying, preparation and assembly of reports, document preparation, etc.
3. As required, assists in the planning and organization of conferences, events, luncheons, and virtual meetings; As required, assists with the organization and planning of strategic planning events.
4. Helps maintain and update strategic planning documentation to include key performance indicators.
5. Provides logistical support, leadership and oversight for

all foundation fundraising and capital campaign events and represents the APCU Foundation at community events; Regularly reports out on results.

6. Ensures accountability to the growth, promotion, implementation, and stewardship of Foundation supported community development efforts and for oversight of the portfolio of gift donors and prospective gift donors.

7. Maintains data and information on community events sponsored by the foundation and the success thereof as well as a record of all fundraising contributions, donor acknowledgements, and gifts.

8. Keeps credit union leaders abreast of all outcomes related to foundation events and fundraising.

9. In collaboration with the Senior Executive Team, contributes to the development of the overall strategy for the foundation.

10. Works closely with the Senior Executive Team of the credit union to ensure foundation efforts and philanthropic partnerships align and support the mission, vision, strategies, objectives, and overall member experiences for the Credit Union.

11. Maintains data and information on community events sponsored by the foundation and the success thereof as well as a record of all fundraising contributions, donor acknowledgements, and gifts.

12. Collaborates with Marketing for the development of foundation specific communications.

13. Submits funding applications annually, including drafting grant applications, gathering application data, and reviewing applications for completeness and accuracy before submitting to funders.

14. Develops and maintains productive relationships with external stakeholders, non-profit leaders, boards and committees, community, and state leaders.

15. Actively participates and engages in development activities that enhance personal knowledge and skill through

participation in testing, workgroups, teams, development sessions, webinars, and other supervisor- assigned activities that provide better insight into organizational needs and best practices.

16. Maintains knowledge and awareness of economic trends and conditions that have impact on the credit union industry and on the Foundation's operations.

17. Builds, and maintains rapport with internal stakeholders, department leaders, and vendors as appropriate.

18. Communicates a positive and clear message around both the Foundation's and the credit union's strategic goals, objectives, and delivery of quality member services; Excellent problem solving and analytical skills.

19. Effectively works independently, often with little supervision, ensuring tasks and needs are appropriately prioritized and accomplished and deadlines are met

20. Effectively uses written and oral communication skills in

daily correspondence and completion of tasks; Ability to express oneself clearly and concisely.

21. Complies with all aspects of BSA/AML and OFAC regulations as they relate to this position; Adheres to regulations, laws, and compliance requirements governing the foundation and non-profits.

22. Overnight travel to events, conventions, APCU out-of-town meetings, up to 20% including occasional weekends.

23. Other duties as assigned.

Supervisory Responsibilities: This position has no direct reports. Objectives and program management is through indirect reporting relationships or through a matrixed management approach and the ability to collaboratively interact

with internal and external partners

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill and/pr ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EDUCATION and/or Experience:

- A Bachelor's degree in business, finance, marketing, economics, finance, or equivalent work experience
- 3 years' relative work experience wherein decisions had significant impact and consequences
- Prior experience with non-profits developing, managing, and maintaining annual budgets

PREFERRED EDUCATION and/or Experience:

- Two years professional fundraising experience including grant writing
- Experience and comfort in working with donors
- Prior non-profit fund-raising experience

Physical Job Requirements:

Must be physically able to operate a variety of automated office machines such as calculator, computer, printer, facsimile,

telephone, copier, etc. Must be able to stand, bend and stoop as needed. Must be able to lift and/or carry weights of 5 to 20

pounds.

**Education**

Bachelor's degree in business or finance or equivalent experience

**Additional Comments**

**Credit Union**

APCU Center Parc Credit Union (Atlanta Postal Credit Union)

**State**

Georgia

**Contact Name**

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**Email**

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<b>Phone</b>	404-684-8085
<b>Fax</b>	
<b>Expiration Date</b>	10/04/2024