



6251 Crooked Creek Road, Peachtree Corners, Georgia 30092-3107
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Position Description

Position: ACU Foundation Coordinator

Department: Associated Credit Union Foundation

Reports to: Foundation _____

Position Purpose

The Foundation coordinator is an integral member of the ACU Foundation Department, supporting the Foundation's fundraising initiatives, providing administrative and operational support to the team, helping to ensure donor engagement, and maintaining departmental efficiency and effectiveness.

Essential Functions & Core Duties

Foundation Operations

- Responsible for performing all aspects of gift administration, ensuring accurate gift data for financial and donor relations purposes, timely acknowledgment of donations, and receipting, tracking and administration of pledges and sponsorships
- As necessary, communicate with donors and team to ensure accuracy of gift tracking and resolve questions related to processing and acknowledgement of gifts
- Serve as point of contact for inquiries to the Foundation, including fielding general calls, voice messages and emails to the department
- Assist in maintaining Foundation records to meet audit and IRS requirements and support ongoing donor relationships
- Provide administrative support for other Foundation projects as assigned

Data management and reporting

- Participate in processes and audits that ensure accuracy of donor and giving information in the database
- Generate reports for Foundation programs and initiatives, including campaigns, fundraising, direct mail, and stewardship

Administrative support

- Provide administrative support to the Foundation team in execution of fundraising initiatives and other special campaigns
- Provide administrative and logistical support in executing Foundation events and programs, including invitations and registration
- Provide administrative support to Foundation _____ in execution of scholarship and grant programs
- Track, inventory and order Foundation supplies and collateral materials

Fiscal responsibility

- Perform with care any control-related or confidential activities required by the position
- Ensure cost-effective management of Foundation assets and resources
- Comply with processes and procedures for accurate and timely invoice payment, expense reporting and reimbursement requests

Organizational culture

- Manage timely and effective communication with supervision relevant to issues, concerns, and decisions
- Monitor trends and stays abreast of innovations and developments in the industry
- Promote a culture of continuous improvement including identification and implementation of best practices
- Embrace technological innovations and seeks ways to improve performance and productivity
- Perform other special assignments and responsibilities as assigned

Contacts

This position has regular contact by phone, in-person, video conference, email, and written correspondence with all levels of staff, volunteers, third-party partners and vendors, and Foundation Partners.

Education

High school diploma. Associates or bachelor's degree in nonprofit or not-for-profit management, business, communications, or related field preferred. Equivalent certifications or experience will be considered.

Knowledge, Skills, and Abilities

Qualifications required:

- 2-4 years of administrative experience, preferably in support of non-profit or not-for-profit fundraising
- Strong service orientation, professionalism, confidentiality, and discretion
- Strong attention to quality, detail, and accuracy
- Works with a sense of organization and urgency; can manage multiple responsibilities and priorities simultaneously in a rapidly changing environment; and excels in a deadline and goal-driven organization
- Demonstrated computer skills with proficiency with Microsoft Office Suite; ability to learn internal systems and required software programs; experience with data entry and donor management systems preferred

Physical requirements

While performing the duties of this position, the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp, and bend over. The employee must be able to lift, carry and move up to 30 pounds as needed.

Must be able to interact with others, both in person and through telephone, video conference, email, and written correspondence.