

## JOB ANNOUNCEMENT

[Florida Memorial University](#) (FMU) invites applications for the following *Annual Fund Coordinator* position who will report to the Vice President of Advancement. The position is based in Miami Gardens, FL.

A successful candidate will coordinate and assist with planning; developing; and executing FMU's annual giving programs and activities. Responsibilities include a wide range of duties to ensure effective administration and clear communications for University Campaigns. Will work independently in a fast-paced work environment of multiple projects. A successful candidate will:

- Coordinate specific assignments including a combination of face-to-face relationship building; communications; event planning; logistics; data management; and collaborates with the University's communications; student activities; financial aid; and athletic departments.
- Manage gift and donor data. Create and maintain datasets, spreadsheets and charts to show fundraising progress.
- Drafts text and visuals for communications to internal and external audiences and manages multiple projects.

The ideal candidate has strong attention to detail; professionalism; initiative; discretion; and organization. A bachelor's degree with three (3) plus years of fundraising experience is required. Strong communication and business development skills. Experience in higher education preferred. The salary for the position is commensurate with experience.

### *To Apply*

Qualified applicants are asked to submit a cover letter of interest, resume/curriculum vitae, and/or certifications, if applicable.

### *Supplemental Information*

In addition to the completed application, candidates must submit a list of three professional references from wage-documented previous employer(s) that includes names and contact information. Additional inquiries must reference *Annual Fund Coordinator* in the subject line of your email to [hr@fmuniv.edu](mailto:hr@fmuniv.edu). Review of application materials will begin ASAP and will continue until the position is filled. **No phone calls please.**

**Florida Memorial University is an Equal Employment Opportunity Employer.**