



## Job Announcement

**Title:** Member & Program Coordinator

**Supervisors:** Chief Executive Officer  
Associate Executive Director for Administration

### 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. Provides 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 ensure 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 programs including Word, graphics software, social media, 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.
- 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 and contact information for 3 persons with current knowledge of your character and qualifications to AOTF at [HRDept@aotf.org](mailto: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 nonprofit best practices.  
We enthusiastically conduct our hiring in accordance with equal opportunity guidelines.*