Job Announcement

Title: Member & Program Coordinator

Supervisors: Chief Operating Officer
Chief Development Officer

Organizational Description: Founded in 1965, the American Occupational Therapy Foundation is the nation’s leading non-profit investing in the research of occupational therapy and working to advance the science of the evidence-based practice to support people’s full participation in meaningful life activities.

Employment Type: Full-time

Benefits Include: Medical and dental insurance, HSA, 401K, transportation / parking subsidy, vacation and sick leave and 11 paid holidays per year.

General Description of Duties

Coordinates activities of Pi Theta Epsilon, (PTE) the national OT honor society, working with the society’s executive leadership and the 121 current chapters at US academic institutions. Leads and oversees the national student fundraising program, the St. Catherine’s Challenge, which raises money for occupational therapy research through the AOTF Intervention Grant program. Responsible for PTE membership records, establishing documentation for new chapters, implementing fundraising projects and activities as necessary.

Examples of Duties

1. Provide 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, working with student and faculty volunteers, database management, production of fundraising materials, researching potential donors and support for special events.
3. Participates in AOTF initiatives and special events at annual conference; 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 insure 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, WORD, graphics software, donor database management, and social media.
Qualifications
- Ability to function independently and proactively.
- Superior organization skills.
- Ability to prioritize workload, continually manage multiple tasks and meet deadlines.
- Excellent communication skills, both written and verbal.
- Ability to engage and interact with stakeholders in all mediums (in person, by telephone, electronically)
- 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, salary requirements, and contact information for 3 persons with current knowledge of your character and qualifications to AOTF at 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 non-profit best practices.
We enthusiastically conduct our hiring in accordance with equal opportunity guidelines.