



Howard University Medical Alumni Association

POSITION AVAILABLE

ADMINISTRATIVE COORDINATOR

Founded in 1871, HUMAA is a 501(c)(3) organization governed by a Board of Directors who represent over 5,000 alumni of the Howard University College of Medicine (HUCM). The Association engages and supports the alumni and provides scholarships to HUCM students.

HUMAA is seeking a full-time **Administrative Coordinator** to provide administrative support to a small office which consists of the Executive Director (ED) and the Coordinator.

Responsibilities:

Administrative (35%) - Provides administrative support, which includes but is not limited to, answering the telephone, scheduling appointments, travel arrangements, directing critical calls, updating databases, and handling confidential, high profile, and time sensitive matters involving donors and prospects, campus administrators, faculty, staff, collaborating institutions, and the community. The Coordinator will also assist the ED in providing administrative support to the Board of Directors including scheduling board meetings, notification of meetings and composing meeting minutes.

Bookkeeping (20%) – Provide data entry and assist in preparing financial reports. Serve as liaison to external accounting firm and auditors.

Development & Alumni (20%) - Assists in the identification, cultivation, solicitation and stewardship of prospects and donors. Works with the ED and board members to establish and build relationships that will benefit alumni and students as well as optimize philanthropic support with a focus on increasing alumni engagement and giving participation. Will supervise interns.

Events – (15%) - Coordinate logistics for meetings, conferences, and events, including travel arrangements for the ED. Assist in planning annual major events and networking mixers.

Communications (10%) - Compose and distribute the monthly e-newsletter. Edit content for print/digital collateral with the ED. Assist in executing HUMAA's social media strategy.

Minimum Requirements

- Bachelor's degree (Minimum 3 years' experience); No degree (5 years+ experience)
- Highly proficient in QuickBooks, Microsoft Office 365 and e-communications.
- Working knowledge of donor management software.
- Be willing to work on occasional nights/weekends, with occasional travel expectations.
- Excellent writing/editing skills and high emotional intelligence.
- Passionate about HUMAA's mission..
- Higher education alumni office experience is a plus.
- Must pass a criminal history background check.

Salary and Benefits: \$50,000 depending upon experience. HUMAA offers flexible work hours, health, dental, and vision coverage; short & long term disability, participation in a 403(b) plan, and generous paid time-off benefits (20 days PTO, 10 paid holidays).

To Apply: Send your resume to hr@humaa.com with "Administrative Coordinator" in the subject line. **No phone calls.** This job description should not be interpreted as all-inclusive.

HUMAA is an equal opportunity and affirmative action employer.