Administrative Coordinator, Corporate and Foundation Relations (CFR)

highheredjobs.com/search/details.cfm

External Applicants:

Please ensure all required documents are ready to upload before beginning your application, including your resume, cover letter, and any additional materials specified in the job description.

Cover Letter and Supporting Documents:

- Navigate to the "My Experience" application page.
- Locate the "Resume/CV" document upload section at the bottom of the page.
- Use the "Select Files" button to upload your cover letter, resume, and any other required supporting documents. You can select multiple files.

Important Note: The "My Experience" page is the *only* opportunity to attach your cover letter, resume, and supporting documents. *You will not be able to modify your application or add attachments after submission.*

Current Employees:

Apply from your existing Workday account in the Jobs Hub. *Do not apply from this website.*

A *cover letter is required for all positions;* optional for facilities, campus services, and hospitality roles unless otherwise specified.

Job Description Summary
The Administrative Coordinator, Corporate and Foundation Relations (CFR), provides exceptional administrative support to ensure that all CFR functions are executed efficiently and effectively. Organized and attentive to detail, the Administrative Coordinator will play an integral role in supporting all CFR team projects, with a special emphasis on administrative support to the Associate Vice President (AVP). This position requires a high degree of independent judgment, allowing the individual to evaluate situations, respond to emails, calls, and requests, weigh different options, and make administrative decisions with discernment.

*This position is not eligible for sponsorship of non-immigrant or immigrant visa status through Wake Forest University. All eligible applicants are encouraged to apply.

*Applications for this position will be accepted through February 9, 2026, 11:59 pm, EST.

Job Description
Essential Functions:

- Provides primary administrative support for the Associate Vice President, CFR, and the office functions at large.
- Manages the calendar and meeting support for the AVP, Executive Director, and Director, and prepares or updates documents required for upcoming meetings, events, or tasks.
- Oversees the logistical implementation requirements for upcoming visits, particularly small-group campus visits, and travel conducted by the AVP, Executive Director, or Director. This includes managing calendars, food, nametags, parking, etc.
- Serves as the primary point of entry for all CFR tasks that need to be recorded in the Deacon Advancement Database (DAD, a Blackbaud product) or ClickUp, related to prospecting, cultivating, proposing, and stewarding CFR gifts and grants.
- Utilizing DAD, Power BI, and customized reports, prepares the monthly CFR Dashboard, and develops other activity reports as requested. Uses comparable methods and liaises as needed with University Advancement colleagues to support the creation of CFR's Annual Plan and other documentation.
- Serves as CFR liaison to administrative points of contact across campus, including in the Offices of the President, Provost, and Deans, to arrange upcoming meetings and events.
- Attends campus meetings in order to stay up to date on policies and procedures, and shares information as relevant with the CFR team. Takes notes at relevant CFR team meetings.
- Manages the day-to-day operations of CFR, such as mail and email inboxes, as well as tracking the department's annual budget and expense reports.
- Provides organizational support, insight, and suggestions to CFR in regard to file storage, archives, and collateral.
- Provides assistance with CFR project management, lending support as needed, with particular emphasis on deadline reminders.
- Develops processes and standardized procedures to help improve CFR operations.
- Assists the AVP and CFR team in onboarding new staff as appropriate, and other duties as assigned.

Required Education, Knowledge, Skills, Abilities:

Associate's degree plus a minimum of five years of experience in a non-profit or academic environment with evidence of specific skills, especially managing timelines, assessing administrative needs, and embracing a customer service orientation relevant to the position.

- Ability to establish priorities, balance multiple assignments, work under time constraints, meet deadlines and demonstrate flexibility in instances of shifting priorities. A strong sense of accountability.
- Ability to successfully manage multiple ongoing projects simultaneously, and properly prioritize them by urgency, timelines, etc.
- Ability to work independently and as part of teams, including diverse professionals in University Advancement and across the university.
- Possesses an aptitude for critical thinking and problem solving, ability to think strategically about the potential implications of information found and able to make judgment calls as appropriate.
- Mature judgment in handling sensitive and confidential information.
- Demonstrated commitment to embracing diversity of all kinds and contributing to an inclusive working and learning environment. Willingness to gain additional insights about oneself and others.
- Effective communicator; able to work well with all levels of colleagues and to employ verbal, written and visual communication strategies that best serve the purpose at hand.
- Ability to conduct internet research, compile relevant information, and prepare reports.
- Strong proficiency in Google Workspace, and a willingness to learn all other relevant software, such as Blackbaud and Power BI, quickly.
- Knowledge of basic budget management principles.
- General knowledge of office management techniques and responsibilities.
- Demonstrated willingness to update skills on a continual basis.
- Ability to work occasional evening and weekend hours as needed.

Preferred Education, Knowledge, Skills, Abilities:

- Bachelor's degree preferred, with a minimum of one to three years of related experience.
- Experience with Workday, Blackbaud, Adobe Suite, ClickUp, and AI programs.
- Experience in educational fundraising.

Accountabilities:

Responsible for own work.

Physical Requirements and Environmental Conditions:

Sedentary work primarily involves sitting/standing; communicating with others to exchange information; repeating motions that may include the wrists, hands, and/or fingers; and assessing the accuracy, neatness, and thoroughness of the work assigned. No adverse environmental conditions expected.

Note: This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by the employee's supervisor.

Additional Job Description

Time Type Requirement
Full time
Note to Applicant:

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations and drug screens for all final staff candidates being considered for employment.

Equal Opportunity Statement

The University is an equal opportunity employer and welcomes all qualified candidates to apply without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and military or veteran status.

Accommodations for Applicants

If you are an individual with a disability and need an accommodation to participate in the application or interview process, please contact AskHR@wfu.edu or (336) 758-4700.
In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations and drug screens for all final staff candidates being considered for employment. Wake Forest seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.