



ADMINISTRATIVE POSITION:

Administration & Advancement Coordinator

Please join us as in the next chapter of Future Generations University!

Future Generations University is looking for an **administrative and advancement coordinator**. The administrative and advancement coordinator will support daily office operations and manage university-wide calendars, while also supporting development, donor relations, and recruitment initiatives. Key duties include database management, internal event coordination, donor communications, recruitment campaigns, and providing administrative support to leadership to ensure efficient workflow. The person hired will work closely with the president and senior leadership members.

About Future Generations University:

The mission of Future Generations University is to advance research, learning, and action toward inclusive, sustainable community change worldwide. We are committed to providing high-quality education to those on the front lines of change, equipping students in the communities where they live with the tools, knowledge, and networks needed to thrive. As the University builds on decades of innovation, we will continue to foster a culture of growth and continuous improvement, one that responds to evolving challenges and remains dedicated to community-centered and world-circling impactful change.

Learn more: future.edu.

Equal Opportunity Statement

Future Generations University does not discriminate and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, gender identity or genetics. Women, minorities, individuals with disabilities and veterans are encouraged to apply for job openings for which they qualify. In addition to federal law requirements, Future Generations University complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

All team members are expected to bring a positive mindset to teamwork, be self-driven, have effective time management, and bring dedicated drive and passion to their work. We invite creative and bold thinking and are highly motivated to contribute to positive social change. This position reports directly to the HR Manager and supports the office of the President, administrative staff, and Academic and Community Engagement staff.

Position Duties:

- **Administrative Operations:** Create a welcoming office environment and oversee the day-to-day operations including answering phones, directing correspondence, scheduling meetings, maintaining records, and inventory management ensuring accuracy, efficiency and organization.
- **Executive Assistance:** Manage the daily operations of the president’s office including scheduling, meetings coordination, project management, engaging with partners, and ensuring the smooth operations of the executive office.
- **Advancement & Donor Support:** Maintain donor databases (CRM), process donations, assist with donor outreach, maintain grants and fundraising dashboards, support fundraising campaigns, generate donor reports, and assist with development budgeting and expense tracking
- **Event and Travel Coordination:** Working with the HR manager, coordinate logistics for in-office meetings and staff events, including technology, meals, and venue setup, as well as coordinate staff travel needs.
- **Academic Support:** Working with the chief academic officer, support educational programming and student support functions.
- **Marketing Support:** Working with the senior director of strategic communications, develop, implement, and evaluate strategies to attract, engage, and market University programs to prospective audiences
- Conduct research support as needed.
- Assist with additional special projects as requested by the President.

Preferred qualifications:

- Minimum five years professional work experience with strong skills and experience in at least two of the following areas: fundraising & development, events and facilities, communications, community development, higher education, executive office management.
- Excellent skills with a range of office software

and tech tools.

- Excellent written and verbal communication, organizational, and project management skills.
- Excellent phone and customer service skills
- Maintain accurate paper and digital records, filing systems, and office documentation.
- Demonstrated ability to manage multiple projects simultaneously.
- Manage sensitive information with discretion and professionalism.
- Strong creative and analytical skills and attention to detail, and a commitment to complete tasks and follow-through.
- Handles conflict gracefully, and creates a professional, calm, and respectful atmosphere.
- Energetic, growth mindset, well-organized, and capable of functioning effectively in an independent environment and on a team.
- Reliable and dependable hard worker with curiosity and problem-solving skills.
- Ability to attend and assist in hosting events presented by the president and/or the University.
- Uphold the Mission, Vision, and Values through professional conduct and a commitment to continuous improvement.
- Comply with all applicable policies, procedures, laws and regulations.
- Must have and maintain a valid driver’s license that authorizes driving within the United States.

Location and hours:

The successful candidate would work M-F in our main office (outside Franklin, West Virginia) from 9:00 am - 5:00 pm with an occasional need to work irregular hours and/or weekends. We will also consider a hybrid-remote work arrangement for candidates who live within a three-hour driving radius of Franklin, such as in Washington DC. If hybrid, the candidate would need to be available to spend a minimum of 10 days in-office per month; lodging is available for multi-day stays

Benefits:

- Retirement Matching (up to \$200/pay period)
- Health, Dental & Vision Plan available (employer pays 80% of employee & 50% of dependent premiums)
- Medical and Dependent Care FSA available
- PTO

The salary range for this position is \$44-\$48K per year, plus benefits. Actual salary will be commensurate with the experience, skills and qualifications that the candidate brings to the position. Interested candidates should send a letter of motivation, three professional references and CV/Resume to hr@future.edu.