Humboldt State University Sponsored Programs Foundation
Job Announcement
This is not a state position

Job Title: Funding Research and Outreach Coordinator
Location: Eureka, CA
Hours: Full time, Non-Exempt, 12-month position.
Wage: $20.00 - $25.00/hour depending on experience
Project Name: ADV Initiatives Research Trust (T8093)
Supervisor: Executive Director of Initiatives

Reporting to the Executive Director of Initiatives, this position is responsible for the coordination and administration of tasks related to funding research and day to day operations of the University Advancement division. The position offers a competitive benefits package including group health, dental, and vision, and retirement after one year.

Currently, this position will telecommute based on HSU Protocols related to COVID-19, with an expectation to return to in-person work as guidelines allow.

Essential functions of the job:

- Responsible for working closely with the Development Department and University Advancement on research necessary for donor development and funding activities;
- Assisting in coordinating constituent meetings, preparation of agenda packets; coordinate room reservations for meetings and taking notes and assuring meeting follow up is conducted in a timely manner;
- Assisting with day-to-day program operations on research and advancement projects.
- All other duties assigned.

Minimum Qualifications: Education equivalent to a high school diploma, with some college preferred. A combination of education and work experience which provides the knowledge, skills, and abilities required for this position - primarily the ability to perform administrative and technical duties in support of a funding development program. Experience in research with CRM preferred. Experience serving as an administrative assistant to a manager or program leader preferred. Must be able to work Monday – Friday 8:00am to 5:00pm.

Knowledge, Ability & Skills:
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Demonstrated ability to work in a fast-paced, dynamic environment, requiring project organization and ability to prioritize.
- Demonstrated ability to creatively solve problems to meet needs of projects by interacting with members of the campus and the community.
● Demonstrated competence in CRM database functions; entry, maintenance, tracking and retrieving of confidential data related to CRM management; research and evaluation of funding, using multiple databases, historical information and online resources.
● Demonstrated ability to analyze and address problems using reasoning and the interpretation and application of theories and principles to develop and recommend alternatives and best courses of action.
● Attention to detail and accuracy
● Experience to be proficient in performing most or all work assignments.
● Ability to identify and solve standard problems and refer more complex problems to appropriate staff.
● Fluency in using standard office software packages.
● Demonstrated skills in organization and time management.
● Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
● Demonstrated ability to foster, establish and maintain positive and effective working relationships with diverse constituencies

Application Instructions:

Application Procedure: Qualified applicants should submit the following via email to Kate Shea at kss8@humboldt.edu

1. Cover Letter
2. Résumé
3. Three professional reference contacts (phone and email)
4. HSU SPF Self-Identification Form for Job Applicants

If you have any questions regarding this position contact Kate Shea at kss8@humboldt.edu

Application review date: December 17, 2021 open until filled.

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF’s Equal Employment Opportunity hiring can be found here.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.

For assistance with the application process, please submit an Accommodation Request Form which can be found here or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the HSU Human Resources website at http://www.humboldt.edu/hsuhr. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.