



FOCUS St. Louis® is the region's premier leadership organization, preparing diverse leaders to work cooperatively for a thriving St. Louis region through experience-based leadership training, civic issue education and public engagement initiatives.

### **Position: Program Coordinator**

The Program Coordinator is a key part of the FOCUS St. Louis team, providing program support and administrative assistance to program directors and leveraging the deep connections between program, membership, fundraising, and alumni engagement. This position serves as the primary contact for Member Relations and oversees all membership activities, including member acquisition and retention, stewardship, special events, and pipeline development. The Program coordinator is also responsible for all functions relating to alumni relations, including planning and executing special events designed for alumni, implementing services and activities that engage alumni, and encouraging participation in the life of FOCUS St. Louis. The Program Coordinator handles a variety of administrative tasks to support two leadership programs including managing program applications and selection day activities, distributing/posting program day materials, and planning food, beverages for in-person program days, including planning and executing.

#### **Duties & Responsibilities:**

- Serve as the contact person for alumni and others interested in information, services and programs related to alumni.
- With the Director of Development Director, design and implement the annual membership program from concept to completion, outlining goals, strategies, and tactics to acquire and renew members, thank members for their gifts, and move members to higher levels of giving.
- Maintain a dynamic portfolio of members with particular emphasis on individual members who give less than \$1,000 per year.
- Works with Director of Development to set annual membership goals. Provides monthly insight into membership revenue and tracking to annual goals.
- Fulfill stewardship activities for all members below the \$1,000 threshold.
- Plan, direct and execute a diverse and robust series of programs (e.g., reunions, seminars, forums, program selection days, networking events) to engage FOCUS alumni.
- Together with the Director of Marketing and Communications, coordinate communications strategies to increase alumni engagement and membership.
- Identify opportunities and collaborate with colleagues to enhance member and alumni benefits and services offered; including but not limited to serving on FOCUS committees, forum panels, selection day judging panels, and other formal opportunities for engagement.

- Work with the fellow team member on collection and analysis of data to appropriately track and utilize information related to member and alumni relationships and engagements.
- Working closely with the Director Development, plan, manage and execute logistical components of major annual event(s) to reach fundraising and membership goals within budget.
- Provide program support and administrative assistance to two leadership training programs.
- Maintain accurate and up-to-date information about all aspects of assigned programs, including program calendars.
- Answer program-related questions from applicants and participants.
- Manage recruitment, application and selection process for the programs.
- Plan and execute Selection Days (large, multi-faceted community event).
- Assist with program memos and provide technical support as needed on virtual campus for the programs, when needed.
- Plan all food/beverage and transportation arrangements.
- Facilitate communication with applicants, participants, alumni, interviewees, facilities, etc.
- Update institutional knowledge database with important program updates and routine queries.
- Provide administrative assistance such as filing of expense reports, organizing program files and maintaining calendars.
- Prepare reports including, but not limited to, participant satisfaction, progress/performance and impact, as well as other statistics on participants, type, region, specialization, etc. for multiple audiences.
- Supervise the management of event mailing lists and related data, working closely with the Director of Marketing and Communications and Project Coordinator.
- Respond to member and alumni inquiries in a timely manner.
- Other duties as assigned.

**Qualifications & Requirements:**

- Bachelor's degree.
- One to three years of experience in an office setting, preferably in a non-profit organization in fundraising, communications or alumni relations.
- Experience in educational advancement, membership or nonprofits preferred.
- Excellent written, oral and interpersonal skills; demonstrated personal solicitation experience.
- Strong computer skills and knowledge of database research and maintenance.
- Ability to work with alumni and members of all ages.
- Must be able to work occasional evening and weekend events/program days.
- Detail-oriented.
- Ability to set priorities and manage multiple projects simultaneously.
- Excellent decision-making and project management skills.

- Proven experience in collaborating and fostering productive relationship with peers, partners and all levels of individuals within the organization.
- Experience with planning and organizing special events (in-person and/or virtual).
- Good negotiation skills.
- Knowledge of St. Louis region (and/or a willingness to quickly come up to speed).
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint; willingness to embrace new technologies.

**APPLICATION INSTRUCTIONS:**

The starting salary range for this position \$40,000 - \$48,000 annually. FOCUS offers a competitive benefits package, including medical/dental/vision insurance, life insurance, paid time off, paid holidays, remote work option, paid parking and 401(k) with employer match.

All applicants should apply with a **cover letter** and **resume to Dr. Yemi Akande-Bartsch at [YemiA@focus-stl.org](mailto:YemiA@focus-stl.org)**. Please visit [www.focus-stl.org](http://www.focus-stl.org) for more information about FOCUS St. Louis. No phone calls please.