



## POSITION ANNOUNCEMENT University Relations Coordinator

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **University Relations Coordinator** for its University Relations Office on the Mount Vernon main campus. The position reports to the Assistant Vice President of Development and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "C". A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, vacation, and sick time earned on an accrual basis.

### **Responsibilities for this position include:**

*Primary responsibilities include: volunteer management, event coordination, travel planning, stewardship operations, and other duties as assigned.*

#### Coordinate Volunteer Management Program

- Create, implement, and promote a volunteer management program
- Recruit and train volunteers for MVNU's Alumni Relations and Development programs
- Research and develop volunteer management best practices, metrics, and reports to determine volunteer program efficacy
- Manage volunteer scheduling and need determination

#### Event Coordination

- Assist in the planning and coordination of MVNU's stewardship and fundraising activities/events
- Develop event timelines and schedule associated staff and volunteer activities
- Manage volunteer event planning committees
- Track revenue, expenses, and budgets for all events
- Assist the AVP with development and approval of event materials
- Orchestrate and execute event marketing and outreach

#### Travel Planning

- Take the logistical lead on University Relations staff travel
- Process travel related reimbursements
- Serve as a liaison between external event venues and the University Relations team

#### Donor Stewardship Operations

- Coordinate and continually improve a robust donor stewardship program, in consultation with the Assistant Vice President for Development
- Coordinate a team of student workers to thank donors and volunteers for their involvement and generosity
- Assist in the development of new stewardship activities and events

#### Church Relations

- Provide administrative assistance for relations between MVNU and churches
- Assist with church relations functions as needed

#### Office of the President

- Assist the President's Office as needed; including preparing for Graduation and Board of Trustees meetings

#### Other duties as assigned

### **Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree or related prior experience preferred
- Understanding of and commitment to the spiritual mission of the University
- Ability to exercise critical human relations skills in establishing and maintaining effective working relationships with University personnel and the public
- Must be able to work strategically and cooperatively in a team environment

- Ability to effectively recruit, train and manage a corps of volunteers and supervise student workers
- Excellent verbal and written communication skills
- Competent in Excel/Word and other MS Office products
- Ability to lift 25 pounds

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University  
Human Resources  
800 Martinsburg Road  
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.