



Events Coordinator, Intercollegiate Athletics

The University of Iowa Foundation (UIF), a separate IRC Sec. 501(c)(3) organization that raises private gift support for The University of Iowa, seeks an individual to assist the Event Services and UIF Athletics Development Teams with planning and implementation of all donor-related Athletics events to assure quality, consistency, and effectiveness of all key aspects.

Qualifications: High school diploma or equivalent required. Three to five years administrative or communications-related experience. Previous event coordination experience helpful. Three to five years of hospitality, customer service, or retail experience preferred.

The successful candidate needs to be able to manage an event from the planning stage through evaluation. The position requires initiative, discipline, attention to detail, and constant follow up in order to keep multiple event schedules on course. The candidate needs to be creative with strong interpersonal, organization, and communications skills, as well as a good public relations sense. Must be a team player able to work well with a wide variety of individuals or groups. Must be able to frequently reach, bend, and lift and carry boxes/items weighing up to 50 pounds; stand and walk for extended periods of time. Provide own transportation when needed. Some evening and weekend work-related activities required.

The UIF offers a competitive salary, exceptional benefits, and a first-rate work environment.

To apply, email your cover letter, resume, and salary requirements to **Events Coordinator Search** at hr@uifoundation.org by **noon on February 12**.

The UI Foundation does not discriminate in employment (M/V/F/D/GI). All qualified applicants are encouraged to apply. To learn more about our organization, visit us at: www.uifoundation.org