

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Advancement & College Relations Coordinator

POSITION OVERVIEW

The Advancement & College Relations Coordinator will play a crucial role in supporting the Vice President for Advancement & College Relations in fostering positive relationships with donors and alumni. This position involves capturing compelling visual content to promote the institution's mission and achievements. This position plays a key role in supporting internal and external communications and including those within the President's office. This is a .75 FTE Confidential position.

DUTIES

- Assist the Vice President and Advancement Office in cultivating and stewarding relationships with donors and alumni.
- Assist in coordinating advancement events, including donor receptions, and fundraising campaigns.
- Collaborate with the advancement team to develop strategies for donor engagement and retention.
- Foster positive relationships with faculty, staff, students, alumni, and external stakeholders.
- Work collaboratively with College Relations staff on *Mariner* and *Shipmate* editorial plans and layouts.
- Edit and curate photo collections for use in marketing materials, social media, and publications.
- Maintain a digital library of images for archival and promotional purposes.
- May provide support to the President's office in administrative areas.
- May provide support to the MMA Board of Trustees.
- May provide administrative assistance to the Maine Maritime Academy Foundation and Foundation board.

The statements above reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

SKILLS

- Knowledge of higher education philanthropy and alumni relations gained through combination of education and experience.
- Must have ability to innovate, think strategically and conceptually, manage multiple projects, and handle difficult situation with tact and a sense of humor.
- Excellent interpersonal and communication skills.
- Excellent writing and proofing skills are required.
- Proficient in MS Word, Excel and PowerPoint is required.
- Able to work collaboratively, organize, manage, and prioritize multiple projects while meeting defined deadlines.
- Ability to travel local and regionally.
- Familiarity in Advancement database preferred.
- Knowledge of how to work with social media.
- Familiarity with Canva or other graphic design tool a plus

QUALIFICATIONS

- Bachelor's degree in communications, marketing, photography, or five years equivalent experience preferred.
- Proven experience in photography, with a strong portfolio showcasing diverse subjects and styles.
- Excellent interpersonal skills and the ability to communicate effectively with diverse audiences.
- Detail-oriented with strong organizational and time management skills.
- Proficiency in digital photography equipment, editing software, and multimedia production tools.
- Previous experience in advancement, college relations, or nonprofit management is a plus.

SPECIAL CONDITIONS

- Criminal background check required.
- Tobacco-free campus.

WORKING CONDITIONS

- Sitting/computer keyboard manipulation/computer screen
- Must be able to visually inspect work and generate own work on computer
- Close office setting