

## External Relations Coordinator

### **Job purpose:**

The Lieber Institute for Brain Development is seeking an External Relations Coordinator to be responsible for the day-to-day coordination and implementation of external relations activities for the Institute. The ideal candidate must possess excellent written and verbal communication skills and be confident working in a fast-paced, pioneering environment.

### **Duties and responsibilities:**

- Identify and research potential donors, including but not limited to corporations, foundations, and individuals
- Assist in creating and disseminating communications materials needed for donor solicitation, including but not limited to letters, electronic presentations, and informational packets
- Plan and coordinate special events and assist in related outreach and communications efforts
- Manage all day-to-day communication activities in a timely, responsive, and mission-oriented manner
- Plan and schedule cross-functional and/or external meetings including agenda drafting and generation of meeting minutes
- Track, maintain, and analyze project activity and progress reports from project conception to completion for the Chief External Relations Officer and other designated parties as assigned; actively modify schedules or plans as required
- Track expenses and prepare detailed reports for program costs
- Provide administrative support for department such as maintaining schedules, generating letters or mailers, responding to requests for information, fielding phone calls, etc.
- Maintain positive, working relationships with stakeholders
- Plan, book, and manage travel for the department, as needed
- Other job duties and responsibilities, as assigned

### **Qualifications:**

- Bachelor's degree in relevant field (Communications, Public Relations, Marketing, Business Administration, English etc.)
- Highly Self-motivated and ambitious, able to work independently with minimal supervision and take initiative
- Excellent interpersonal and communication skills
- Highly developed research skills and attention to detail
- Ability to prioritize, manage, and complete multiple projects
- Digital media savvy
- Proficient with MS Office suite; Apple operating system
- Ability to thrive in an environment characterized by growth, diversity, and constant change
- Ability to exercise good judgment and diplomacy
- Must be eligible to work in the United States
- Experience working in a research setting will be viewed positively
- Experience with Photoshop will be viewed positively

**EEOC Statement:**

The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.