

**Position Summary: Engagement Associate  
REQ06968**

Florida Atlantic University Harbor Branch Oceanographic Institute is seeking an **Engagement Associate**.

The Engagement Associate works on a variety of activities to enhance and grow the reach of and support for Harbor Branch Oceanographic Institute, located in Ft. Pierce, FL, FAU's Pillar for Ocean and Environmental Science and Technology. This position will primarily support efforts that will help the Development Team build a robust program. This position will provide leadership and professional expertise in the area of donor relations and planning and implementation of FAU Harbor Branch events.

The Engagement Associate may be responsible for various activities, including drafting correspondence and acknowledgements, planning logistics of meetings and assisting with the planning of special events for prospects and donors. Reporting to the Director of Development, the Engagement Associate will assist in the fulfillment of the Development Program's strategic goals.

The Engagement Associate will have substantial contact with donors – individuals, foundations, and corporations. S/he may apply established processes and practices to improve effectiveness. The Associate may supervise interns and/or volunteers. S/he may provide program information to prospects and donors, assist with writing philanthropy publications and proposals, and donor research. The Engagement Associate applies established processes and practices in order to improve effectiveness. The Engagement Associate may have substantial contact with staff, donors, legal and financial professionals. S/he will provide other staff with information they need to make decisions and solve problems. S/he will perform administrative functions as required.

**Responsibilities and Scope**

- Plan collaboratively with FAU HBOI administration and others to create an annual calendar of Development special events that support the FAU Harbor Branch and Pillar priorities.
- Accomplish the execution of all Development-related FAU Harbor Branch and Pillar events at the HBOI and other FAU campuses.
- Coordinate and process travel and purchases for Pillar speakers and event related activities.
- Develop and implement best practices for supporting innovative donor relations programs.
- Participate in developing and fostering relationships with institutional funders; find personal connections with staff, volunteers, and donors that will ensure the attention of institutional funders.

**Minimum Qualifications:**

Master's degree from an accredited institution in an appropriate area of specialization; or a Bachelor's degree from an accredited institution in an appropriate area of specialization and two years of appropriate experience required.

Experience building relationships with donors, staff, customers, or similar required.

Excellent communication and writing skills via presentations, conversations, proposals, and reports required.

Strong organization skills, accuracy, and attention to detail required.

Experience working and communicating with a wide range of people preferred.

Ability to be fast-paced and results oriented and to work in a timely manner with multiple deadlines and competing requirements preferred.

Experience with event management preferred.

**Special Instructions to Applicant:**

To be considered you must submit an electronic application to [www.fau.edu/jobs](http://www.fau.edu/jobs), REQ06968.

Individuals with disabilities requiring accommodation, please call 561-297-3057. 711

Final candidate will be required to have official, sealed transcripts and original NACES evaluation, if applicable, sent from their educational institution to Human Resources prior to the start of employment.

Successful completion of a background check, which may include a motor vehicle check, credit check, fingerprinting or additional screening, is required for the selected candidate prior to the start date.

A resume and a cover letter are required for this position. Make sure to attach these required documents in the Attachments section of the application. Any missing required documents may result in disqualification.

This recruitment has been reopened; all previous applicants are still under consideration and need not reapply. This position may close without prior notice.