PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Responsible Business Center Coordinator*
*(Part-Time/Non-Benefited; Maximum 19 hours per week)

DEPARTMENT: Gabelli School of Business - Responsible Business Center
Lincoln Center

POSITION SUMMARY: Reporting to the Managing Director and Executive Director, the coordinator will support execution, communication and promotion of programs, events, and activities related to the Responsible Business Center (RBC). In this role, they will develop and execute a strategic communication plan to the RBC’s internal and external constituents for short-term and long-term goals.

ESSENTIAL FUNCTIONS:
• Works with the Executive Director in building corporate relationships, identifying consulting projects in sustainability, and connecting the work to GSB stakeholders.
• Leads organizing and execution of all logistics for RBC online and in-person events.
• Assists leadership and the development team to secure fundraising opportunities for existing and new programs.
• Collaborates with the Leadership Team to identify, connect and implement on opportunities with RBC partners and Gabelli School faculty and students for RBC initiatives
• Develops a comprehensive annual calendar that provides a holistic view of how all programming and event initiatives map out over time and uses this calendar, among other ways, to ensure that all projects are completed by the deadline.
• Acts as the main liaison to RBC’s marketing team and communication agency.
• Expands broad awareness of the RBC and its programs to the Fordham community and key external stakeholders, continuously building audiences, engagement, contacts, and mailing lists.
• Ensures appropriate and engaging representation of the Gabelli School of Business RBC brand, ensuring its full expression in all materials and events.
• Facilitates systematic information gathering related to RBC events and news and integrate timely coverage into RBC communications channels.
• Prepares annual report on activities of the RBC.
• Develops and maintains a central repository of RBC related documentation for all programs as well as contact databases for all individuals engaging with the RBC.
• Reviews RBC website and works with Gabelli School marketing and communications team to make sure it is regularly updated and reflective of RBC activities and branding.
• Works with external consultants, vendors that provide support for RBC.

REQUIRED QUALIFICATIONS:
• Bachelor’s Degree,
• Minimum 5 years of relevant experience.
• Tech savvy and proficient in Microsoft Office (Word/Excel/Outlook) and Google Drive.
• Demonstrated knowledge, interest, and experience in sustainability and ESG.
• Self-starter; takes individual responsibility and initiative; solutions-focused and has the ability to work effectively in a fast-paced environment.
• Highly motivated, organized, energetic and punctual.
• Impeccable attention to detail; highly accurate.
• Positive “can do” attitude and a strong work ethic.
• Exceptional communication skills.
• Ability to work with all levels of the organization; effective when working independently or as part of a team.
• Must be able to handle high-volume, urgent, and important matters while producing high-caliber and quality results.

PREFERRED QUALIFICATIONS:
• Master’s Degree.
• Experience working in marketing, communication, or a related discipline.

SALARY:
Minimum Salary: $35.00/Hour
Maximum Salary: $45.00/Hour

NOTE: Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: lstatuto@fordham.edu

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