

Coordinator of LIFE@TU

POSITION:	Coordinator of LIFE@TU
SUPERVISOR:	Director of Alumni Relations
DEPARTMENT:	Institutional Advancement & Public Affairs
LOCATION:	Tiffin University, Tiffin, OH
JOB TYPE:	Full-time – 32 Hours
SOC CODE:	11-3012

General Job Description for the Coordinator of LIFE@TU:

Under the general supervision of the Director of Alumni Relations, the employee will develop and execute a membership recruitment/sustainability plan for LIFE@TU; solicit and secure sponsorships and donations; assist the Advancement Team with fundraising for the LIFE@TU Endowment, annual gifts, and planned giving for LIFE@TU; and manage LIFE@TU volunteers. The Coordinator will also develop and execute a plan to bring LIFE@TU and Tech for Seniors into assisted living facilities and other community locations, including sustainable virtual, live-streamed, and recorded learning opportunities. The position supports high-quality educational programming and helps LIFE@TU members stay engaged with Tiffin University and one another.

Major Duties and Responsibilities for the Coordinator of LIFE@TU:

- Develop and execute a membership recruitment, retention, and sustainability plan for LIFE@TU in Tiffin, Seneca County, surrounding counties, assisted living communities, and virtual audiences; track membership, attendance, renewals, and scholarship opportunities.
- Manage LIFE@TU volunteers, including leading the curriculum committee and serving as an ex officio member on other committees as needed; coordinate student workers and volunteer assignments.
- Plan and coordinate member-driven educational programming, including approximately 20 weekly sessions per academic year (10 fall/10 spring), Tech for Seniors, and approved special or summer programs.
- Coordinate speakers, curriculum, facilities, technology, registrations, nametags, communications, parking, accessibility, member hospitality, and weekly setup and tear down of sessions; ensure timely preparation and follow-up.
- Solicit and secure sponsorships for LIFE@TU; develop a prospect pipeline, conduct outreach and visits, prepare proposals, steward sponsors, and coordinate recognition and renewal with Advancement.
- Assist the Advancement Team with fundraising for the LIFE@TU Endowment, annual gifts, and planned giving; identify prospective donors, facilitate introductions, share program impact, and coordinate solicitations and stewardship with the Advancement team.
- Develop and execute a plan to bring LIFE@TU and Tech for Seniors into assisted living facilities and other community locations through live streaming and on-demand library access; cultivate relationships with facility leaders, coordinate pilots and partnership agreements, and evaluate resident participation and satisfaction.
- Assist with weekly setup and tear down of sessions.
- Communicate regularly with current, new, and prospective members, speakers, volunteers, partners, and sponsors; work with Marketing on social media and other communications appropriate for the demographic.
- Connect LIFE@TU members with the broader University community by promoting appropriate TU events, student engagement, volunteerism, philanthropy, and other opportunities to contribute time, talent, and treasure.

- Monitor program revenue and expenses; support annual budgeting, invoices, purchasing, reconciliations, sponsor records, and accurate reporting, obtain required approvals before making financial commitments.
- Maintain accurate membership, donor, sponsor, and partner records in approved University systems; comply with data integrity, privacy, and security policies.
- Collaborate with Advancement, Marketing, Events, IT, Dining Services, Security, faculty, and community partners; provide regular work plans, progress updates, and timely responses to stakeholders.
- Manage special projects as needed; participate in office and University events on and off campus, if needed; perform other duties as assigned.

KPIs/2026-2027 Goals

- Sponsorship Revenue: work toward the existing AY 2026-2027 goal of \$30,000 in secured sponsorships, maintain a documented prospect, renewal, and stewardship pipeline with the help of the Advancement team.
- Endowment: actively support the University's \$1million LIFE@TU Endowment campaign goal through coordinated prospect identification, cultivation, proposals, and stewardship; establish individual activity and giving targets with the help of the Advancement team and leadership.
- Membership: establish baseline membership, retention, new member, scholarship, and participation measures; agree upon annual growth and sustainability targets with the supervisor.
- Curriculum: deliver approximately 20 member-driven topics (10 fall/10 spring) and evaluate member feedback, attendance, and engagement.
- Community expansion: establish and assess assisted living/community pilots, including participation, partnership economics, and opportunities to expand live or recorded access; agree upon the number and timeline of partnerships annually.
- Digital access: develop a documented recommendation for the most sustainable streaming and video-library model, including costs, accessibility, member experience, and potential revenue, before committing to expansion.
- Outreach and reporting: maintain an agreed-upon schedule of sponsor/donor/partner contacts and visits; report progress, budget, and program outcomes regularly to the supervisor.

Qualifications for the Coordinator of LIFE@TU:

- Excellent attention to detail, organization, follow-through, and willingness to learn.
- Ability to work independently and as a collaborative team member; strong judgment and discretion.
- Experience with community engagement, membership programs, events, fundraising, sponsorships, education or nonprofit program coordination preferred.

Required (Or Preferred) Skills, Knowledge and Abilities:

- Strong written and verbal communication skills.
- Ability to communicate and work well with a diverse staff and community.

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