



Executive Assistant & Member Relations Specialist

Organization

The Razorback Foundation, Inc. (“Foundation”), an independent 501(c)(3) non-profit corporation, raises private gifts to support the educational and athletic endeavors of the University of Arkansas Athletic Department. Through the generosity of our members and benefactors, the Foundation provides financial support to the Athletic Department to fulfill its vision to be the best, to achieve its mission of building Razorback Champions for life, and to create opportunities for student-athletes to succeed academically, athletically, and personally.

Position Summary

The Executive Assistant & Member Relations Specialist serves as a strategic partner to the Executive Director of the Razorback Foundation, providing high-level executive support while helping advance the Foundation's fundraising goals.

This position combines executive administration, donor portfolio management, board support, and member relations to maximize the effectiveness of the Executive Director. The role manages critical workflows, supports donor engagement strategies, and helps ensure accountability for annual giving, season ticket renewals, annual pledge commitments, and other key fundraising priorities.

The ideal candidate is highly organized, proactive, detail-oriented, and capable of operating with discretion in a fast-paced, relationship-driven environment.

Essential Duties and Responsibilities

Executive Support

- Provide high-level administrative support to the Executive Director and senior leadership, including calendar management, travel coordination, meeting preparation, and expense reporting.
- Prepare presentations, reports, briefing materials, and other documents for meetings and strategic initiatives.
- Anticipate needs, manage competing priorities, and ensure timely follow-through on key action items.

Board Relations & Governance Support

- Provide administrative and logistical support for the Razorback Foundation Board of Directors and related committees.
- Coordinate quarterly board meetings, including scheduling, agenda preparation, meeting logistics, and distribution of materials.
- Assist in preparing board presentations, reports, and supporting documentation.
- Record meeting notes, track follow-up items, and maintain board records and governance documents.

Donor Portfolio Management

- Support the management of the Executive Director's portfolio of major gift prospects and donors by maintaining accurate records, tracking engagement strategies, and monitoring next steps.
- Prepare donor profiles, giving histories, prospect research, and meeting briefing materials.
- Ensure timely follow-up after donor meetings, including documentation of contact reports and action items.

Annual Giving & Renewal Management

- Monitor annual pledge commitments and season ticket-related giving to support donor retention and revenue goals.
- Track renewal timelines and identify donors requiring outreach or follow-up.
- Partner with the Executive Director to support timely renewal of annual donor commitments.

Member Relations

- Serve as the first point of contact for Razorback Foundation members, providing exceptional customer service and responding to membership-related inquiries.
- Support the administration of annual giving, season ticket-related giving, and membership benefits.
- Assist with membership communications and donor correspondence to ensure timely and accurate information.
- Collaborate with Foundation staff to resolve member questions and support a positive donor experience.

- Assist with accounts payable processing by preparing, reviewing, and coordinating invoices and payment documentation to ensure timely and accurate payments.

Other Duties

- Perform other duties and special projects as assigned.

Qualifications

- Bachelor's degree preferred.
- Three or more years of progressively responsible experience in executive support, member relations, fundraising, sales/account management, or a related field preferred.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and handle sensitive information with discretion.
- Proficiency with Microsoft Office and CRM/database systems.

Preferred Characteristics

- Strong judgment and problem-solving ability.
- Self-starter who anticipates needs and works independently.
- Strong relationship management and interpersonal skills.
- Comfortable interacting with major donors, board members, and university leadership.
- Passion for collegiate athletics and philanthropy.