

YWCA Greensboro Development Coordinator - Job Description

Job Title: Development Coordinator	Date: 9/7/18
Pay Range: 36,000 - 40,000	Status: FT, exempt
Department: Development	Division: Administration
Supervisor: Chief Executive Officer (CEO)	Supervises: N/A

Job Summary:

For over 115 years the YWCA Greensboro has provided a safe haven for women and families through programming and community partnerships. We have an onsite Emergency Family Shelter and programming including our Passion to Purse women's entrepreneurship program, Teen Parent Mentor Program, Healthy Moms and Healthy Babies Program, YWorld Youth Services Program and ample volunteer opportunities.

The Development Coordinator will report to the Chief Executive Officer. He or she will perform administrative duties related to fundraising, event planning and implementation, marketing and public relations.

Additionally, the Development Coordinator will be involved with stewardship activities related to non-profit fundraising and relationship management, including working with program directors and board of directors to create and implement the fundraising, development and communications strategy for the YWCA Greensboro, as well as donor research and tracking.

Essential Functions:

1. Assist with the creation and implementation of the Comprehensive Fundraising Plan that incorporates a range of strategies including annual appeals, major donor cultivation, corporate and individual appeals, social media and special events.
2. Event planning in coordination with board and committee members. Work with committees and CEO in establishing and adhering to event budget, manage event preparation, and attend events to assist in set up, implementation and clean up.
3. Direct the production and implementation of direct mail and social media appeal campaigns and other fundraising communications and strategies.
4. Coordinate social media channels, mainly Facebook and Instagram, including event outreach and visibility strategy.
5. Manage the YWCA Greensboro website in coordination with input from the Program Directors and CEO.
6. Perform administrative duties as needed including filing, copying, sorting, mailing, etc.
7. Record donations on an ongoing basis in the donor database, e-Tapestry, and generate acknowledgments and thank you letters. Design and run reports and assist with database maintenance.
8. Send out monthly Constant Contact newsletters and other email blasts for events and campaigns as needed.
9. Facilitate new partnerships with corporations, businesses and nonprofit organizations with a goal of increasing financial support, volunteer opportunities and in-kind donations.
10. Attend board meetings to give updates on fundraising activities and events.

Job Qualifications:

1. An understanding of and belief in, the mission of the YWCA Greensboro.
2. Excellent written and verbal communication skills and knowledge of communication principles and practices.
3. Experience planning and conducting successful fundraising events (i.e. golf tournaments, galas, dinners, etc.).
4. Knowledge and experience with donor database systems and reporting.
5. Basic knowledge of donor cultivation.
6. Knowledge of and proficiency in social media tools: Facebook, Instagram etc.
7. Proficient in the use of various MS Office programs including Word and Excel and Adobe programs.
8. Ability to prioritize, multi-task and follow through with minimal direction.
9. Attention to detail, project management skills, and being highly organized is a must.
10. Flexibility in varied job assignments, including the ability to adapt to constantly changing priorities.
11. Ability and willingness to work as a team member working to accomplish shared goals.
12. Ability and willingness to work varied hours and days of the week.
13. Ability to work with compassion and patience in an environment shared with adults and families who are potentially in crisis.

Preferred Qualifications:

1. Experience researching appropriate, potential grants.
2. Successful grant writing experience.
3. Bachelor's Degree in Communications, Nonprofit Management, Public Administration, etc or subsequent experience.
4. Experience with e-Tapestry online donor database.
5. Knowledge of and experience in website management utilizing Wordpress.
6. Experience effectively using Constant Contact or similar program.

Physical Requirements:

1. Maintain dexterity, vision and coordination, sufficient to perform essential functions.
2. Ability to sit for extended periods of time for 6-8 hours a day.
3. Must be able to lift and move up to 50 pounds.
4. Requires the ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, etc.).

To apply:

- Send resume, cover letter and two writing samples by email to: resumes@ywcagsonc.org
- Please put "Development Coordinator" in the subject line
- Attachments must be in .doc or .pdf format; do not include resume in the body of your email

YWCA Greensboro is an Equal Opportunity Employer