



Position Title: Development and Communications Coordinator
Supervisor: Director of External Affairs
Job Status: Full-Time – 40 hours/week, Non-Exempt
Salary Range: \$35,000 - \$38,000 (dependent upon experience)

Summary of Position:

The Development and Communications Coordinator is responsible for several aspects of fundraising including annual donor stewardship and communications, community and fundraiser event planning and support, community outreach, in-kind donation drives, acknowledgements and maintaining the donor database.

Organizational Summary:

The Young Women's Resource Center is a non-profit organization that supports, educates and advocates for participants ages 10-21. It is the mission of the YWRC to empower participants to be strong, self-confident and resilient. YWRC participants include anyone who identifies or has been socialized as female. Through small groups and individual support, the YWRC provides programming for all participants, no matter what they may be going through. The YWRC's unique structure features two branches of services, Empowerment and Young Moms, to better serve the members of our community throughout various stages of life. The YWRC values equity, resiliency, accessibility, community and advocacy.

The YWRC is an agency that serves and celebrates clients with a diverse range of identities, including race, culture, ethnicity, class, religion, physical ability, gender identity and sexual orientation. The YWRC strives to build, maintain and support a staff that reflects that diversity. The YWRC strongly encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ+ people, gender-nonconforming people, individuals with disabilities, veterans and people who speak a language in addition to English.

Benefits:

Newly hired full time employees become eligible for benefits beginning the first of the month following the hire date. Benefits include:

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| • Health and Dental | • Professional Development |
| • Volunteer Time Off | • Tuition Reimbursement |
| • Paid Time Off | • Bereavement Leave |
| • Flexible Self Care Time Off | • Parental Leave |
| • Family and Employee Assistance Program | • Voting Leave |
| • Holiday Paid Time Off | • Worker's Compensation |

Essential Job Functions

Fundraising & Events:

- Lead annual donor direct mail fundraising campaigns.
- Conduct stewardship and acknowledgement activities.
- Support planning and execution of YWRC annual and third party fundraising events.
- Coordinate large in-kind donation drives.
- Process payments from YWRC events.

Reporting & Analysis:

- Maintain and update donor database.
- Maintain and update in-kind donation records.

- Prepare lists for fundraising appeals, event invites and targeted emails.
- Support donation and fundraising analysis and planning.

Communication & Outreach:

- Represent the YWRC through community outreach and education.
- Lead planning and implementation of community outreach events.
- Create and edit video content.
- Pitch and create stories for media coverage.
- Catalog agency communications materials.
- Maintain accurate social and digital measurement tracking.

Additional Duties:

- Attend regular staff and admin team meetings.
- Attend community events.
- Extend your professional network annually.
- Meet regularly with the Director of External Affairs.
- Work with and supervise YWRC volunteers as appropriate to fulfill job duties. This may include coordinating volunteer shifts, training new volunteers on tasks specific to role, and minor volunteer supervision work with the Volunteer Coordinator.
- Keep up to date with fundraising trends and best practices.
- Any other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Align with YWRC's mission, vision, and values.
- Relevant Bachelor's Degree or equivalent related experience.
- Demonstrated experience with event planning.
- Demonstrated experience with database management systems.
- Demonstrated ability to multitask with strong organizational skills.
- One or more years of experience working with diverse populations.
- Proficient use of Microsoft Office products.
- Exceptional interpersonal, communication and relationship building skills.
- Keen attention to detail. Accuracy, tracking and follow-through skills are superb.
- Focused on the importance of demonstrating gratitude and communicating impact.
- Organized, flexible, creative and energetic.

Preferred but not required skills:

- Fluency in a second language; Spanish preferred.

Behavioral Expectations/Accountabilities:

- Place the individuals we serve and the quality of our service first.
- Insist on excellence. Be accountable to one another. Be on time. Meet deadlines. Maintain the highest standards of honesty, integrity and communication. Assume positive intent.
- Set a good example. Maintain a positive attitude, be proactive, take ownership and be accountable for your actions.
- Treat others with respect and dignity. Embrace diversity and inclusion throughout the organization including co-workers, volunteers, clients, board members and vendors.
- Participate. Tactfully and constructively share your thoughts and ideas.
- Take initiative. Go above and beyond. Look for ways to add value.
- Build group cohesiveness and pride through teamwork. Give ideas a hearing. Look for what's right instead of concentrating on what's wrong. When interpersonal issues arise talk directly to the

individual; do not discuss it with everyone else and spread discontent. Know when and how to apologize when something goes wrong. Focus on solutions, not blame.

- Maintain clear client boundaries around intimate relationships, the pursuit of personal benefit, emotional and dependency needs, altruistic gestures, and responses to unanticipated circumstances in order to ensure professional integrity.
- Support YWRC's mission, vision and values. Demonstrate confidence in the YWRC throughout the community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Ability to sit and move around the work area.
- Finger dexterity; repetitive motion of wrists, hands and/or fingers.
- Lift, carry, push, pull or otherwise move objects up to 25 lbs.
- Close vision to read computer screen and documents.
- Speech and hearing to communicate with co-workers, clients, donors, volunteers, board members and vendors.
- Ability to drive a vehicle/provide proof of driver's license and vehicle insurance.
- Dependable attendance required – must be reliable and punctual.

Environmental Concerns:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- YWRC is a tobacco-free building.
- Work is in an office environment.
- The noise level is usually moderate.
- Occasional attendance at evening functions is required.
- Infrequent overnight travel is possible.