

Creative, Energetic and Motivated Individual Wanted!

Interested in joining a team focused on providing McLean County with quality programs and services dedicated to eliminating racism and empowering women?

YWCA is looking for a leader who can communicate effectively and efficiently with many audiences with the ability to manage multiple projects simultaneously.

12/2/2021

JOB TITLE: DEVELOPMENT COORDINATOR

RESPONSIBILITIES

This position is responsible for the day-to-day tasks related to development and events, supporting the Director of Development and Public Relations in a busy fundraising and special events environment and working collaboratively with the Marketing Director.

Job description is subject to change based on business necessity.

JOB REQUIREMENTS

- Bachelor's degree preferred; or a two-year degree with related work experience, preferably with a nonprofit organization; significant and relevant work experience in lieu of a degree may be considered.
- A minimum of one year experience in development or marketing/events preferably with a nonprofit organization.
- Communications, marketing and/or public relations experience desirable.
- Proficiency in English required.
- Excellent communication skills, including writing, proof reading skills.
- Attention to detail is critical in this role.
- Ability to write a business letter, an article, and draft a press release.
- Comfortable and competent in making presentations to groups.

WORK HOURS

Full-time, 40 hours per week, Monday to Friday, 8 am to 5 pm. This is an exempt position so work hours may include some evening and weekend hours. Full benefits package included.

TO APPLY

Submit a YWCA employment application and transcripts to Human Resources. The position will be open until filled. Applications are available at the **YWCA lower level Administration front desk** or can be downloaded from: www.ywcamclean.org

Human Resources
YWCA McLean County
1201 N Hershey Road
Bloomington, IL 61704