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

*The YWCA McLean County is an equal employment opportunity employer.*