

Development Coordinator (Part-time)

University Settlement

Development Coordinator position at University Settlement, \$13.87 - \$15.87 per hour, part-time. Great opportunity for new development person to learn and grow.

The Development Coordinator's primary responsibility is to assist the Development Manager in supporting the agency's overall fundraising mission; and to provide administrative support to the Senior Management team.

Essential Functions: 1. Maintains donor database; provides funding reports; generates acknowledgements to all donors. 2. Assists with the planning and implementation of all fundraising events; plans and implements agency special events such as Thanksgiving and the Holiday Toy Drive. 3. Provides support for marketing, social media and communications efforts; assists with maintaining the agency website. 4. Provides support for administrative functions related to the needs of the Board of Directors and the Senior Management team; provides coverage in the front office as needed. 5. All other duties as assigned.

Qualifications or Skills Required: Bachelor's degree or equivalent experience. Some experience working with or as a volunteer. Excellent organizational and communications skills, verbal and written. Ability to build professional relationships. Ability to work independently and be self-motivated and as a team player. Exemplary skill with Microsoft Office Suite, Adobe products, and experience working with databases. Strong organizational, oral, written and interpersonal communication skills, utilization of community resources, collaborative and cooperative work style and able to work non-restrictive/flexible hours. Must have and maintain valid Driver's License; must have and maintain an operational vehicle and insurance. Must be able to pass a BCI/FBI background check and drug screening (pre-employment and random).

Application Deadline: Open until position filled. Interested applicants should forward resume, 3 references and one (1) short writing sample (2page max) to: Human Resources University Settlement, Inc. 4800 Broadway Avenue, Cleveland, Ohio 44127 Fax: 216-641-7971 or E-Mail: employment@universitysettlement.net NO PHONE CALLS PLEASE!!!