



**POSITION:** Development Coordinator (*3 year temporary position*)

**DEPARTMENT:** Development

**PAY RATE:** \$19.00/hr- \$22.50/hr plus benefits

YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- 10 paid holidays
- Up to 26 days of paid time off (within first year of employment)
- Employee assistance program
- 403 B
- Professional development opportunities

**JOB SUMMARY:** Reporting to the Grants Manager, the Development Coordinator provides critical support to a dynamic Development department. The Development Coordinator manages the donor database, volunteer database, and leads administrative functions for the Development department. This position actively coordinates our donor and volunteer data management by leading the data collection, ensuring quality data entry, and running reports for the VP of Development and the board. The Development Coordinator contributes to positive donor relations by generating and mailing timely gift acknowledgements. Additionally, the Development Coordinator gets a unique view into the overall department functions by providing administrative support to the Development department and Development Committee.

**ESSENTIAL JOB FUNCTIONS:**

**Database management (75%)**

- Lead the collection of data, data entry, reporting, and systems improvement of the donor database and volunteer database:
  - Coordinate with the appropriate staff and follow best practices for receiving revenue, including checks and electronic payments.

**Interested individuals can submit a cover letter and resume at:**

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

- Coordinate with all appropriate staff to collect volunteer data.
- Complete timely data entry of revenue, gifts, and volunteer data.
- Generate timely acknowledgements and receipts for all gifts.
- Generate mailing lists for the Development department.
- Generate reports for the VP of Development and Development Committee.
- Collaborate with the Communications Manager and the Community Engagement Manager to ensure constituent information is shared appropriately among the donor database, volunteer database, and communications software.
- Coordinate with Finance department to conduct regular revenue reconciliations according to best practices.
- Stay up to date on the functions and features of the donor database and volunteer database. Make recommendations for improvements that will enhance efficiency or contribute to the goals of the department.

### **Administrative support (25%)**

- Schedule meetings for Development department staff and committees, particularly for the VP of Development, using Outlook calendars.
- Support the board Development Committee by taking minutes, sending reports and meeting reminders, and other items as needed.
- Contribute to successful fundraising and department events by scheduling planning and committee meetings, taking notes at meetings, and other items as needed.
- Prepare invoices and credit card reporting.

### **General**

- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Strong commitment to the mission of eliminating racism and empowering women demonstrated through previous professional or volunteer efforts.
- One to three (1-3) years of experience in an administrative or database management role. Experience with DonorPerfect is a bonus.

### **KNOWLEDGE AND SKILLS:**

- Very detail oriented and able to balance multiple deadlines.
- Ability to collaborate across departments to manage data collection processes.
- Values a team-based workplace and able to foster a positive working environment that encourages and supports team contributions.
- Demonstrated ability to be a self-directed learner of database software.
- Positive and team-oriented communicator with staff and volunteers.
- Ability to create opportunities that have a positive impact on YWCA performance.

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**ABOUT YWCA GREATER PITTSBURGH:**

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming, and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

**MISSION IMPACT:**

YWCA Greater Pittsburgh's Development department raises funds and guides the public profile for our organization, working closely with every department to pursue and secure foundation, corporate, and public funding opportunities to support YWCA's programs and mission. We drive the organization's communication and marketing efforts, helping to increase donor engagement, grow our visibility, and draw attention to advocacy issues that benefit the women, families, and communities we serve.

***Equal Employment Opportunity Policy:*** *YWCA Greater Pittsburgh will not discriminate against any applicant or employee on the basis of age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, disability, marital status, military or veteran status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.*

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