## POSITION DESCRIPTION

**Title**: Fundraising and Programs Coordinator
**Department**: Administration
**Reports To:** Executive Director
**Status**: Part-time, non-exempt
**Purpose**: Provides administrative support to the Development Department and the Director of Programs.

Girls Inc. Westchester is a nonprofit organization that offers pro-girl programs at schools throughout Westchester to help 'tween and teen girls navigate the real-life challenges they confront during middle and high school and lay the groundwork for healthy, independent, and fulfilling futures.

Girls Inc. Westchester is a non-profit organization founded in 2007 and dedicated to providing pro-girl programs to inspire Westchester girls to grow up strong, smart, and bold. We are the local affiliate of Girls Incorporated, a 150 year-old national organization with over 82 chapters in the United States and Canada.

**Job Summary**
The Support Staff person will assist the full time staff with administrative duties so that the office runs smoothly and so that the development and program staff directors have more time to focus on expanding our support base.

**Conditions of Employment**
This is a part time positon and has an hourly salary. Employment is contingent upon successfully passing a criminal background check. There are no benefits with this position.

Girls Inc. Westchester is an equal opportunity employer, and makes all employment decisions without regard to religion, pregnancy, political views, race, creed, color, sex, age, disability, national origin, alienage or citizenship status, marital status, military/veteran status, gender (including gender identity and expression), sexual orientation, status as a victim of domestic violence, sexual abuse or stalking, prior arrest or conviction record, predisposing genetic characteristics, or any other basis protected by applicable federal, state or local law.

The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

**Principal Responsibilities**

Programs
- Attendance tracking utilizing online software.
- Assist the Director of Programs with administrative functions.
- Assist the Director of Programs with special events.

Development
- Assist in the maintenance of our donor database, Constant Contact mailing lists, and Greater Giving event software.
- Prepares correspondence and donor acknowledgements.
- Assists in the execution of development appeals, events, and communications.
- Ensure accurate maintenance of donor records and stewardship program/processes.
- Assist with the development and production of brochures, annual report, and newsletters.
- Assist with the management of social media accounts:  Facebook, Instagram, LinkedIn, and Twitter.
- Keep marketing materials and handouts in good supply for meetings with funders.
- Gift processing and bank deposit preparation.
- Website updates.

Administration
- Answers phones.
- Routes mail and packages (incoming and outgoing).
- Assists the Executive Director with meeting organization and follow up.
- Assist the Executive Director with administrative functions.
- Coordinate with other office volunteers on organization of duties.

**Essential Knowledge and Skills**

- Dedication to the goals and mission of Girls Inc. Westchester.
- Commitment to the successful completion of our Strategic Plan and Fund Development Plan.
- Understanding of the nonprofit industry.
- Team oriented work style with an ability to work in a collaborative manner with other staff.
- High level of initiative and professional decorum.
- Ability to travel locally, if needed (errands, offsite meetings, seminars, etc.)
- Availability to work occasional evening or weekend at special events.
- Proficiency in Microsoft Office:  Word, Publisher, PowerPoint, Excel.
- Competence with G-Suite products:  Gmail, Google Drive, etc.
- Nonprofit database experience such as event management and email marketing software.
- Ability to learn new software platforms as needed for data entry and participant tracking.
- Social Media proficiency.
- Computer literacy.  HTML knowledge a plus.
- Good organizational skills.
- High work ethic:  dependable, honest, reliable, and trustworthy.