

Hope Clinic for Women Job Description



Position Title: Development Coordinator
Position Type: Part-time; hourly – 20 hours/week
Employee can create a consistent schedule of at least 3 days in clinic and 1 day remote. Clinic hours are Monday – Thursday 8:30am-5pm and Fridays from 8:30am-2:30pm. There may be occasional work performed on weekends or at nights, during events, for example. All changes due to vacation/illness/offsite events/etc. should be approved by the Event Manager and noted on the HCFW Group Calendar.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.

Reports To: Event Manager

Mission

Hope Clinic for Women is a faith-based, safe and confidential place for anyone dealing with life choices regarding past, present and future pregnancies. We provide education, counsel and medical care for anyone regardless of age, race or religion.

Vision

Hope Clinic for Women is a Christ centered ministry existing to honor the sanctity of all human life as exemplified by:

- Teenagers and single adults choosing abstinence until marriage
 - Women and men choosing life for their child in the midst of a pregnancy
 - People experiencing God's grace and forgiveness after an abortion
 - The transformation of hearts and lives by discovering the purpose and potential God intended for all His children
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Description:

Fundraising/Event Planning and Coordination - 8 hours/week

Events include: Gala (March), Smoke on the Water (April), Women of Hope (Sept), Cider Carols (Dec) and 1x events

- Serve as overall assistant to Event Manager in back-end, preparation, and administrative details of events:
 - Lead mailing process for all event invitations
 - Assist with proposals for venues, entertainment, speakers, vendors, caterers, décor, etc.
 - Assist with event registration and checkout process
- Serve as on site/day-of support for event logistics
- Track pledges and pledge receivable (invoicing)
- Process, update and manage event attendee information in Salesforce
- Procure auction items for Cider Carols, Smoke on the Water, Women of Hope
- Manage event volunteer contact info
- Share every other month on our introduction class for event volunteers

Donor Administrative Support – 8 hours/week

- Donation batching in conjunction with finance department
- Manage communications with monthly donors and the Hope Givers program
- Track Metrics for Hope Givers/Monthly Giving Program
- Update Amazon Wishlist in collaboration with client services team
- Lead volunteers to complete weekly donor thank you cards and input in-kind donations

Communications/Marketing Coordination– 4 hours/week

- Write and coordinate design for monthly all donor newsletter

- Approve designs for social media post in partnership with vendor
- Review website consistently to update links, event info, and donation information
- Manage client stories, maintain a system with photos, videos, testimonials, etc. that is easily accessible for staff used for speaking events, interviews and grants
- Manage promotional item(s) inventory (t-shirts, mugs, etc.)
- Manage quarterly donor mailings:
 - Keeping timelines with CEO/Development Director
 - Ordering supplies and organizing volunteers
 - Pulling USPS Report and dropping off at Post Office

Meetings:

- All staff working 10+ hours a week are expected to attend twice weekly staff check ins
- Weekly check in with supervisor
- Quarterly Staff retreats (usually on a Friday, 8:30-2:30)

Required Qualifications/Skills:

- Bachelor's degree preferred
- Proficient computer skills and in-depth knowledge of MS Office Suite required
- Knowledge of standard office administrative practices and procedures
- This job requires some moving of supplies and equipment (up to 50 pounds) and ascending/descending stairs and ladders.
- Excellent written and verbal communication skills
- Strong organization skills and high attention to detail – numbers, spelling, grammar
- Willingness to take initiative and responsibility

Preferred Experience:

- Experience in event fundraising and development
- Experience with donor communications or marketing platforms
- Experience with Salesforce or other CRM
- Professional demeanor
- Confidentiality

AAP/EEO Statement:

Hope Clinic for Women provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Hope Clinic for Women complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Hope Clinic for Women expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.