



Development Coordinator

The Women's Fund of the Capital Region is a volunteer-run organization that has provided more than \$420,000 in funding and support to financially insecure and non-traditional female students in the Greater Capital Region since 2007. Through awarding scholarships and emergency funds, and partnering with local organizations, our vision is a community where all women are empowered through education to become self-sufficient and fulfill their potential.

Position Description:

The Development Coordinator will be a key player in helping the Women's Fund build on its solid foundation, growing the organization to help women and girls in expanded ways in this next stage of the Fund. We are seeking an experienced development professional who is energized by our mission and is excited about having the ability to help define this new position. The ideal candidate is creative and ready to help us find expanded ways to realize our mission.

The position will start as a part-time contractual position (an estimated 15 to 20 hours per week), but has the potential to grow to full-time, depending on the skill, success, enthusiasm and interest of the candidate and needs of the organization. Candidate will be based at home, have a flexible schedule and provide her/his own computer with Microsoft Office software.

Specific Duties & Responsibilities:

- Manage and grow the number of Women's Fund donors and sponsors.
- Maintain communication with individuals interested in volunteering with The Women's Fund.
- Follow-up with sponsors of The Women's Fund's annual Trailblazers Awards Luncheon and other events.
- Collaborate with and support volunteers who plan and execute the annual Trailblazers Awards Luncheon and other events.
- Partner with Community Foundation for the Greater Capital Region staff as needed on the Trailblazer Awards Luncheon and donor tasks. (Donor accounting and receipts will continue to be provided by CFGCR, which is one of The Women's Fund's founding organizations.)
- Support and report to The Women's Fund's Steering Committee.

Required Qualifications:

- A bachelor's degree and at least two year's experience in development; additional experience is preferred.
- Self-starter who can work individually and with existing Women's Fund volunteers.
- Excellent communications skills.
- Microsoft Office skills.

Desired Qualifications:

- Creativity toward and passion for The Women's Fund mission.
- Experience with a website content management system.

Salary:

Anticipated hourly rate of \$25.

To apply:

Send a cover letter and resume by **May 19** to:

The Community Foundation for the Greater Capital Region
Attention: The Women's Fund of the Capital Region
Six Tower Place
Albany, NY 12203

The deadline may be extended until the position is filled.