

JOB DESCRIPTION

Title: Community Resource and Development Specialist **Department:** Administrative
Wage Range: negotiable, starts at \$42,000 **Classification:** Salaried; Exempt
Date Posted: 11/5/2021

Position Objective:

Managing YWCA resources within the community by collaborating with partnering agencies to meet the needs of clients and to identify and pursue areas of growth for the organization.

Essential Job Functions:

- Manage YWCA resources on collaborating agency projects.
- Acts as the volunteer coordinator.
- Manage, maintain, and build community partnerships and relationships.
- Collaborate on management of the website and social media platforms.
- Present a clear message about the organization to the community.
- Create marketing resources for both virtual and in person use.
- Assist in planning and organizing special events.
- Cultivate relationships with donors and potential donors.

Qualifications:

Education: BA or BS in Business, Communication, or related field preferred.

Experience: 2 years experience working in nonprofit environment. Experience in volunteer coordination, development, and or public relations desired.

Skills:

- Demonstrated knowledge of and belief in the YWCA mission.
- Excellent communication skills, written and oral.
- Strong organization skills with the ability to prioritize tasks.
- Ability to function in a fast-paced environment and deal effectively with crisis situations.
- Ability to work with staff across multiple departments and agencies.
- Ability to be flexible and adaptive.
- Operate within established procedural guidelines.
- Demonstration of dedication to YWCA mission in every aspect of the position.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Requires good speaking, hearing, and vision ability and excellent manual dexterity. Lifting, pulling, and pushing of materials up to 40lbs. Requires bending, squatting, and walking. May stand for extended periods.