



Women Lead Change Cedar Rapids Development Coordinator Job Description

Position Title: Development Coordinator (Cedar Rapids)

Hours: Full-Time

Reports to: Director of Operations

Position Summary: The Cedar Rapids Development Coordinator is responsible for the essential duties and responsibilities below, and provides organizational support to staff and the broader organization as required. This person is mission-driven, organized, highly talented in sponsor development, fundraising, and works independently to meet deadlines in a fast-paced environment.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are typical for this position. Other duties may be required and assigned. This role is responsible for annual conference fundraising, management for Corridor Women Connect group, and leads the planning with local steering committee for the annual conference.

- **Sponsor Relationships Management:** Responsible for cultivating and maintaining sponsor relationships and achieving annual sponsorship goals.
- **Program Oversight:** Working with steering committees, staff, and other volunteers to oversee and develop high-quality programs in the region such as special events, regional conferences, Women Connect, and other affiliates.
- **Events Management:** Work with Event Coordinator to plan and execute events, including luncheons, socials, workshops, and more.
- **Brand Ambassador:** Act as WLC liaison between organization leadership, affiliates, and external interests to offer input on opportunities to best market regional events and organization.
- **Endorsement/Steering Committee Relations:** Primary point of contact to ensure a positive relationship with the Committee.
- Identify and expand leadership and volunteer bases.
- Promotes a team concept by being respectful, inclusive, helpful, and supportive.
- Complies with all WLC policies and procedures.
- Performs all other duties as assigned.

Qualifications

- Experience in communications, fundraising, program/project management, sales, and/or events
- Familiarity with the designated region
- Excellent verbal and written communication skills
- Willingness to solicit financial support from sponsors

Additional Requirements

Ability to travel and work some nights and weekends as necessary (every staff member is required to attend set up day, and conference days in each region for the three annual conferences)

WLC offers an incredibly flexible work environment, with the trust and confidence of each staff member. WLC believes that every staff member is responsible for, and exceeds expectations in performing work duties and creating a schedule that helps them perform at their best every day. WFH is the standard on Fridays for all WLC offices. Monday-Thursday office hours and work from home is determined by the employee and their director supervisor.

This is an opportunity for someone who loves the Cedar Rapids area, wants to be involved with the community, wants to work with supportive women, and wants to work hard to create relationships and events that all leaders in the Cedar Rapids area will benefit from, and remember.

Salary Range: \$48,000-\$65,000 based upon relevant work experience