

## Advancement Coordinator

**Eliminating racism. Empowering women.** YWCA Metropolitan Phoenix's mission lives in the soul of everyone at YWCA because we demand a world of equity and human decency. We envision a world of opportunity. We commit ourselves to the work of justice. Every day, we get up and do the work, until institutions are transformed; until the world sees women, girls, and people of color the way we do: Equal. Powerful. Unstoppable. All YWCA staff members are expected to function as self-directed members of a collaborative team, to model professional standards and the YWCA Mission, and to help sustain an environment that encourages women's and girls' investment in themselves and the YWCA movement. Successful candidates are on their own racial justice learning journey. We believe in **Self-Managed Teams (Learning, Creating, and Leading Together), Collaboration, Co-creation, Inclusivity, Respect, Engaged and Engaging, Fun and Joy.**

**Work Environment:** Work is performed primarily in a hybrid environment, in community and in the Glendale office.

### Position Summary:

**YWCA** provides an excellent work environment with competitive pay and the opportunity for professional and personal growth. Success in this position will depend upon a positive outlook, solid work ethic, and the ability to operate in a team environment, as well as function independently where required.

**The Advancement Coordinator** requires an individual who is intentional when decision making, is attentive to details, and can communicate in an impactful manner. It requires an individual who is skilled at time management and has a passion for fundraising. The selected candidate should be comfortable with identifying and pursuing creative problem solving, co-creating, as well as effectively engaging with a variety of stakeholders in a meaningful way.

We encourage all who are interested and are passionate about serving the community, who meet most of the minimum qualifications or skills below to apply.

### Essential Functions

- Coordinate strategic and tactical responsibilities
- Build authentic relationships with racial, socio-economic, and gender diverse communities
- Collaborate with internal teams to support and engage volunteers/partners/staff
- Provide and create resources that support and inform potential and existing partners
- Assist with creating communication plans for internal and external communities
- Organize, plan and support events
- Strong interpersonal skills and ability to provide customer service
- Plan and execute effective special events, which generate significant revenue to fuel YWCA's mission

- Assist with sponsorship and registration components of YWCA events in collaboration with the Advancement Director
- Assist with the planning and coordination of events to promote stewardship, cultivation, and recognition of all giving
- Create and prepare mailing lists, invitations, mail-merges, RSVP lists and materials for special events including post-event follow-up
- Provide coverage for booths and fairs in community either in person or with volunteers
- Assist with special projects and staffing of special events
- Effectively contribute within a team on projects, events, or tasks
- Coordinate and manage established database
- Other responsibilities as they emerge

### **Required Skills**

- Project coordination experience
- Demonstrated personal learning journey related to social and racial justice
- Ability to build and steward a portfolio of relationships across diverse communities
- Ability to work collaboratively within a team environment
- Ability to take ownership/responsibility of tasks and projects assigned/held
- Ability to navigate quickly between projects
- Can coordinate multiple tasks simultaneously and remain flexible and adaptable to changing work environments, priorities, and organizational needs
- Highly motivated, self-directed, and proactive problem solver
- Ability to navigate with empathy through communities
- Ability to inquire with thoughtfulness and kindness while keeping communities at the forefront
- Excellent communication skills – both verbal and written
- Demonstrated proficiency in Microsoft Office 365, particularly in Excel

### **Desired Qualifications**

- Associate degree or a minimum of 2 years (paid and/or volunteer) nonprofit and/or social service equivalent
- Understanding of and commitment to the YWCA mission of eliminating racism and empowering women
- Bilingual/Spanish proficient is a plus
- Public Speaking and presentation skills

**Responsible to:** Advancement Director

**Job Type:** full time exempt

**Salary:** \$45,760 – \$54,080

**Schedule:**

- 40 hours per week
- Some weeks may require evenings and weekend hours

**Benefits: *The first of the month after 60-days of employment***

- Health Insurance
- Dental Insurance
- Flexible Spending Account
- Life Insurance
- Paid Time off
- Vision Insurance
- Retirement Plan (Employer contribution after 2 years)

**License/Certification Requirements:**

- Driver's License (Required)
- Must be eligible to work in the U.S. (E-Verify confirmation)
- Arizona Department of Public Safety Background Clearance

**TO APPLY:**

Submit your resume and cover letter  
YWCA Metropolitan Phoenix  
Subject: Advancement Coordinator  
Attn: jobs@ywcaaz.org

**Open until filled**

YWCA Metropolitan Phoenix is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ2S+ individuals, seniors, and people with disabilities. YWCA Metropolitan Phoenix will accommodate you in all aspects of the hiring process. If you require accommodation, we will work with you to meet your needs.