

eliminating racism empowering women

ywca

Central Massachusetts

Position: Assistant, Marketing/Resource Development

Accountability: Director, Marketing/Resource Development

Hours of Work: 35 hours per week

Location: Worcester

CORI Required: No

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

The Marketing/Resource Development Assistant is responsible for providing administrative support services for operations of the Marketing/Resource Development Office to advance the YWCA's mission and maximize philanthropic support for the organization.

Responsibilities:

1. Provide leadership to all aspects of the YWCA's fund raising activities with the Director, Marketing/Resource Development.
2. Manage fundraising database insuring proper tracking, coding, billing, acknowledgment of all incoming pledges and donations.
3. Conduct preliminary research on prospective corporate, foundation and individual donors.
4. Coordinate design, production and distribution of all annual campaign materials with the Director of Marketing/Resource Development.
5. Assist in coordination of YWCA special events including Tribute to Women, Daybreak Breakfast, Dance For Peace, Annual Meeting, Journey to Empowerment Entry Events, and other agency events as needed.
6. Handle all administrative details associated with volunteer committees (distribute meeting notices, agendas, minutes, etc.)
7. Prepare media materials for distribution (copying, filing, mailing, e-mailing, posting online).
8. Maintain community bulletin boards.
9. Other duties as deemed necessary by the Director, Marketing/Resource Development as well as the Executive Director.

Qualifications:

- Associates or Bachelor's degree in a related field.
- One to three years experience in an administrative position, preferably in a non-profit development office.

- Outstanding writing and communication skills.
 - Strong interpersonal skills. Self-motivated, task-oriented, creative, dependable, and the ability to take direction and work independently.
 - Detail-oriented.
 - Must be able to handle confidential information.
 - Proficiency in Microsoft Word, Excel, PowerPoint.
 - Database management experience – Raiser's Edge preferred. Knowledge of desktop publishing software helpful.
 - Travel to other agency locations – Westborough, Leicester, and Leominster.
 - Ability to work flexible hours.
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How to apply:

If you are interested in applying for the above position please send resume to:

Email: HR@ywcacentralmass.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.