

## **Job Opening: Executive and Development Coordinator - Part-Time**

HopeSpoke is currently hiring an Executive and Development Coordinator to provide support to the Executive Director and Development Director. This is a part-time position, 30 hours a week.

Must be able to work with confidential information, have excellent communication and people skills and a positive can-do attitude, attention to detail a must; project management skills a plus, as is experience with databases, social media and website upkeep. The ideal candidate will work independently and as a member of a team.

### **Duties include:**

- taking minutes
- scheduling meetings
- coordinating projects
- preparing documents
- managing the donor database
- performing other tasks related to development

### **Responsibilities include:**

- entering donations and interactions into the donor database
- generating thank you letters in a timely manner
- assisting with fundraising events, mailings, and reports.

High School diploma or equivalent or 1 year experience in administrative or general office work. Schedule varies with core scheduled between hours of 9 a.m.-3 p.m. with accrued vacation, sick leave benefits.

To apply, mail resume to:

HopeSpoke

Attn Human Resources/Executive and Development Coordinator

2444 "O" Street

Lincoln, NE 68510

Or email your resume to [hr@hopespoke.org](mailto:hr@hopespoke.org)

Contact Human Resources at 402.475.7666 with questions.

HopeSpoke is an Equal Opportunity Employer.