



## **Development Coordinator**

Job Title: Development Coordinator  
FLSA Status: Non-Exempt, Full-Time

### **ABOUT WE CAN**

WE CAN (Women's Empowerment through Cape Area Networking) was founded in 2001 to empower Cape Cod women by providing unique services that inspire hope and bring increased stability, self-sufficiency, and opportunity to their lives. WE CAN serves more than 2,000 women each year with confidential, free legal services, employment and business support, financial empowerment, mentoring, and personal development programs.

### **POSITION SUMMARY**

The Development Coordinator plays a vital role in supporting the fundraising and development efforts of WE CAN. This position is responsible for coordinating various aspects of fundraising activities, including donor information management, events, and communications. The ideal candidate is a detail oriented multi-tasker, personable, curious, and passionate about WE CAN's mission. The position works across development functions in partnership with the Senior Development Manager, Executive Director, Staff, Board Members, Volunteers and Volunteer committees.

### **DUTIES/RESPONSIBILITIES**

#### Donor Communication and Data Base Management

- Assist in planning, coordination and execution of direct mail appeals and a monthly giving program.
- Manage donor databases and ensure accurate and up-to-date donor records.
- Ensure timely processing of donations, generate acknowledgement letters, and communication with donors.
- Ensure ethical, confidential, and respectful handling of donor information.

#### Events

- Assist in planning and executing fundraising events, including logistics coordination, management of event database, coordinating volunteer committees, and attendee communication.
- Coordinate event marketing efforts, including working with vendors on the development of promotional materials and outreach strategies.

#### Grants

- Support the development team in managing grant opportunities and deadlines, including researching funding prospects, drafting grant proposals, and preparing grant reports.

## Communications

- Coordination of a monthly marketing calendar including communications, special publications, event promotion and follow-up, website updates, and social media postings through collaboration with staff and vendors.

## Representation and Networking

- Attend events and networking opportunities to build WE CAN's presence and expand brand awareness.

Other duties as requested or assigned.

## **Required Skills and Experience**

- **Mission Alignment:** Belief in empowering others and the power of community members helping to support one another.
- **Communication Skills:** Ability to effectively communicate (verbal and written) with various stakeholders including donors, colleagues, volunteers, partners, and vendors.
- **Organizational Skills:** Strong task-management skill set to coordinate events, fundraising activities, and a communication calendar.
- **Detail oriented:** Keen eye for details and maintaining accurate information.
- **Interpersonal Skills:** Adept at building relationships with a diverse community of stakeholders.
- **Computer Literacy:** Experience and comfort using Microsoft Office, Gmail, email calendars, social media, and software(database experience a plus).
- **Collaboration:** Ability to work independently and effectively as part of a team; willingness to support and be supported by colleagues and contribute to a positive work environment.

## **Preferred Education and Experience**

- Education in a relevant field such as Business Administration, Communications, etc. or equivalent life experience. Candidates who have gained relevant skills and knowledge through other means, such as practical experience, self-study, or non-traditional learning paths are encouraged to apply.
- Experience working or volunteering in fundraising, communications, or related field.
- Experience coordinating events or activities.

Hours: Position is full-time (40 hours per week), Monday-Friday, including occasional evening or weekend events. Reliable transportation is required. This position will rotate between WE CAN's Harwich Port and Hyannis offices, with Harwich Port being their home base.

**SALARY:** Hiring range \$25.00 to \$27.00 per hour.

**BENEFITS:** Position is eligible for benefits that include health insurance, vision and dental plans, Fidelity IRA with 2% employer contribution, Flexible Spending Account for health expenses, and Employee Assistance Program.

**PAID TIME OFF:** 3 weeks paid vacation, 11 paid holidays, 2 personal and 5 sick days.

To apply: Please send resume and cover letter to [careers@wecancenter.org](mailto:careers@wecancenter.org).

***WE CAN is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. WE CAN does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information, veteran, or military status, or on any other basis prohibited by applicable law.***