



***Gateway Women's Care is seeking suitable applicants for the position of Development Coordinator. This can be either a full time position or part time position for approximately 32 hours per week. Full time positions come with medical and 401K retirement benefit options and part time comes with 401K retirement benefit options. Please direct all enquiries by email to [grace@gatewaywomens.care](mailto:grace@gatewaywomens.care) or ring the administrative office on 919.873.2440***

**Responsibilities:** Primarily responsible for assisting the Executive team in: donor communications and engagement, managing development calendar, event planning, church and community partner relationships.

**Skills:** The Development Coordinator must be highly personable, detail oriented, flexible, possessing time management skills and good communication skills. Administrative skills are essential.

- Reporting skills, administrative writing skills, managing processes, organization, analyzing information, professionalism, problem solving, verbal communication
- Technology skills – proficient in Microsoft Office, Google applications, and quick to learn new software.
- Independent - Be able to carry out responsibilities with little or no supervision
- Detail oriented – Be able to take an idea and turn it into reality by focusing on the details required to accomplish a task.

**Skills/Qualifications:** The Development Coordinator normally possesses a 4 year degree and some experience with CRM systems, donor engagement and event planning.

- **Phone etiquette**
- Resolves administrative problems by highlighting and analyzing them, and identifying solutions.
- Be able to carry out responsibilities with little or no supervision
- Multi-tasking skills

**Application Deadline – June 30, 2022**

**[Link to Employee Application forms](#) or email [grace@gatewaywomens.care](mailto:grace@gatewaywomens.care)**