Planned Parenthood
Care. No matter what.

Planned Parenthood of Central and Western New York

Administrative Coordinator for Development

Rochester, NY

At Planned Parenthood we believe that diversity in identity and perspective enriches our agency and allows us to better serve our clients. We are committed to workforce diversity and aspire to reflect the communities we serve. To that end, we strongly encourage people of color, LGBTQ identifying individuals, people with disabilities and other underrepresented groups to apply.

In support of Planned Parenthood of Central and Western New York (PPCWNY)'s mission, the **Administrative Coordinator for Development** provides administrative, organizational, and clerical support to the Development department of Planned Parenthood of Central and Western NY (PPCWNY) to ensure the ability to achieve funding goals for the good of the organization.

Essential Functions

Program Support: (45%)

- Assists the Vice President of Development with the overall administration of the department, including the creation of complex reports, presentation materials, and correspondence with volunteers, staff, vendors, and Planned Parenthood Federation of America (PPFA).
- Supports the planning, scheduling, materials preparation, briefings and debriefing process for donor and volunteer meetings for frontline fundraisers and the CEO.
- Ensures all contact reports are recorded in donor database, and that follow-up action items are completed.
- Makes lodging and travel arrangements as needed; prepares itineraries and travel reimbursements.
- In partnership with the Development Coordinator, develops process to generate assignments and reports for personal outreach to donors.
- Maintains complex calendars for the Development department, including events and program deadlines.
- Develops responses to inquiries from PPFA and other affiliates for information as requested.

Volunteer Support: (25%)

- Provides support for development committees and maintains and compiles statistical data.
- Coordinates scheduling and logistics for committee conference calls and produces and distributes minutes of meetings; ensures follow-up of action items.
- Maintains timely and accurate rosters of department volunteer hours.
- Creates and/or reviews internal and external reports, charts, remarks, correspondence, and presentations and distributes, as necessary.
- Monitors, organizes, and prepares response to incoming mail and correspondence relating to volunteer assignments and projects. Prepares background materials and briefing sheets for volunteers as needed.

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Event Support: (20%)

- Assists with events as needed throughout the year which includes logistical arrangements, staffing, and registration.
- Supports the development of event timelines and tracking of progress.
- Drafts briefings and talking points as requested for cultivation, engagement and stewardship events.

Customer Service Responsibilities and Special Projects: (10%)

- As part of the advancement team, provides frontline phone and email support, including answering calls and following up on requests and concerns; responds to voice mail and e-mail inquiries directed to the department.
- Coordinates response emails from email solicitations and invitations.
- Performs gift and data entry into Raiser's Edge and sends accurate acknowledgement letters to donors. Supports special projects as needed, including coordination and execution of mailings for programs.
- Shows respect to all internal and external customers for differences in backgrounds, viewpoints and needs in areas such as race, gender, ethnicity, creed, sexual orientation, and others

Qualifications

Education

- Associates Degree in Business Administration, Communications, or a related field; or equivalent combination of education and experience

Certifications, Licenses, Registrations

- N/A

Experience

- Minimum 2 years Senior Management support experience; Non–Profit or Health Care industry experience preferred.
- Must possess excellent and professional interpersonal skills with the ability to communicate, both verbally and in writing, with multiple stakeholders internally and externally.
- Experience managing multiple assignments/projects and conflicting priorities with the pressure of short, demanding deadlines in a fast-paced environment.
- Proactive self-starter, confident in their ability to move work forward quickly and accurately with limited direction and ability to manage-up.

Knowledge / Skills / Abilities

- Skilled at organizing one's own work, but also understanding organizational needs of others and accommodating their needs.
- Advanced Microsoft Office skills required, Microsoft teams or other project management software a plus.
- Ability to pivot with changing priorities and very flexible work-style desired.
- Proven ability to handle confidential information, documents and agency matters.

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- Must be able to work a flexible schedule as needed.
- Knowledge of Raiser's Edge system or other donor database management systems preferred
- Planned Parenthood seeks candidates who have proficiency in one of the following languages, including but not limited to: Spanish, Nepali, Arabic, and Swahili.
- A commitment to Planned Parenthood of Central and Western NY (PPCWNY)'s mission, vision and values along with a commitment to providing services to a diverse range of clients and to the goals of PPCWNY is essential.

Work Schedule

This is a full-time, 40 hour a week, position; regular schedule will be Monday – Friday

Compensation

Commensurate with experience

How to Apply

Visit the following link: Paylocity

Planned Parenthood of Central and Western New York is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, protected veteran status, or status as a qualified individual with disability.

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