

March 4, 2020

Position: Advancement Coordinator

Position Type: Non-exempt, hourly, full time

Turning Point of Lehigh Valley, a non-profit working to eliminate domestic and intimate partner abuse in the Lehigh Valley, is seeking a mission oriented professional to fill our Advancement Coordinator position. The Advancement Coordinator position is ideal for an associate or mid-level development professional looking to grow. This position supports our Community Outreach and Development Director and assists with annual and strategic plan activities that support donor cultivation, annual fundraising, major gifts, campaign gifts, events, and planned giving strategies. This position is responsible for donor communications, gift and data processing, and regular analysis of giving trends to grow our giving programs.

This position is a full-time, non-exempt 40 hour position with a starting rate in the low to mid 40K. We offer excellent benefits, health, life insurance, and paid time off. .

The preferred candidate will have prior professional experience in non-profit fundraising that includes donor interactions and proficiency in donor data management and analysis. An Associates or Bachelor's degree is a plus. Should be proficient in Donor Perfect, Constant Contact, QGiv, Word Press, Canva, and MS Office programs. Must have the ability to successfully complete our Domestic Violence Training (45 hours) within 3 months of the date of hire. Preferred candidates will be bilingual in Spanish and English. Candidate must have reliable transportation and a valid driver's license. Turning Point of Lehigh Valley is an Equal Opportunity Employer.