



POSITION: Development and Program Coordinator
STATUS: Part-Time, Non-Exempt
LOCATION: Grand Rapids
REPORTS TO: Chief Development and Program Officer

ABOUT US:

Michigan Women Forward is a nonprofit community development organization whose mission is to expand economic opportunity, empower the next generation, and celebrate and honor the accomplishments of Michigan women.

POSITION SUMMARY:

Under the supervision of the Chief Development and Program Officer, this position will provide administrative support, MWF program coordination, and event planning to support the achievements of Development and Program team initiatives. The Development and Program Coordinator will work collaboratively with Development and Program team members across the state of Michigan.

ATTENDANCE REQUIRMENTS

Regular attendance for this part-time position is generally within office hours of 8:30 a.m. and 5:00 p.m. on the scheduled workdays. Evening work may be required for events. This position is hybrid.

WORK ENVIRONMENT

Travel is required and candidate will need to have the ability to attend meetings and events.

JOB DUTIES:

- Assist with development of creative event concepts and fundraising strategies for promoting the work of Michigan Women Forward
- Assist with planning and implementing special events
- Contribute to fundraising which could include grant research/writing
- Help with financial reporting, generation of invoices, and gift acknowledgement
- Maintain donor database, fundraising, and event documentation
- Attend meetings and represent MWF at external events as needed
- Participate in creation and distribution of print and digital marketing materials
- Provide administrative support to the Development team and Chief Development & Program Officer
- Support HerStory museum activities as needed
- Other duties as assigned

SKILLS REQUIRED:

- Possess ability to initiate innovative ideas and judge correctly what will appeal to target audiences
- Demonstrated exceptional writing ability and experience with writing stories
- Ability to collect and synthesize information from diverse sources
- Must be creative & resourceful
- Experience using Microsoft Office, WordPress, Canva, and Survey Monkey
- Must be able to multi-task and work independently
- Ability to handle multiple priorities and task, while completing daily tasks within the required deadlines
- Ability to maintain high degree of confidentiality, follow routines, troubleshoot, and respond to change as needed

Michigan Women Forward reserves the right to change, amend, add, delete, and otherwise assign other duties and responsibilities as it deems necessary to meet the needs of its business.

This is a part-time employed position without benefits; it will be paid \$17 per hour for 10 to no more than 20 hours per week.

Michigan Women Forward is an at-will employer. This means that the employment relationship may be ended at any time without notice by the employer or employee for any reason. Neither this document, nor any manual issued by the Michigan Women Forward, is a guarantee of employment.

To apply, [click here](#) or visit miwf.org/careers/development-and-program-coordinator. Applications will be accepted until the position is filled.