



POSITION VACANCY

Wayne County Chapter of the American Red Cross

DATE OPENED: December 23, 2009

DEPARTMENT: Financial Development

JOB TITLE: Part-time Financial Development Coordinator

JOB DESCRIPTION: Seeking an energetic, well spoken, organized individual to lead our development program into the new millennium. The person will be responsible for planning and implementing special events, maintaining Chapter donor relations, and development of a planned giving and major gifts program.

QUALIFICATIONS: Associate Degree at the minimum. 3-6 months experience in sales, customer service, fundraising, or telemarketing is preferred. Must have strong interpersonal skills including; communication, written, verbal and listening skills. Must be comfortable in front of crowds. Must possess strong computer skills and be proficient in Microsoft environment

WORK HOURS: Part-time, 15 hours a week. A possibility of becoming Full-time one year from hiring based on performance.

STARTING SALARY: \$10 an hour

CLOSING DATE FOR APPLICATIONS: January 8, 2010

SEND APPLICATIONS/ RESUMES TO: Human Resource Office
American Red Cross, Wayne County Chapter
400 S. Main Street
Newark, NY 14513
Or Email: jloverc@rochester.rr.com

We offer a generous benefits package which includes health and dental insurance, and paid time off your first year of employment

AN EQUAL OPPORTUNITY EMPLOYER

The Wayne County Chapter is committed to being the premiere inclusive and diverse nonprofit organization where people want to partner, work, volunteer, and access services.