

## **Community Services Fund of Nebraska**

The mission of Community Services Fund is to promote responsive philanthropy through workplace giving campaigns that offer a broad range of choices and enable individuals to donate directly to organizations working to improve the quality of life.

### **Position: Marketing and Administrative Coordinator**

**Pay:** \$12 per hour

Average 60 hours per month

**Benefits:** No benefits

### **Primary Responsibility:**

Assist with Community Services Fund (CSF) operations.

### **General Responsibilities:**

- Maintain organizational filing system.
- Maintain Donation Tracker® databases.
- Manage business correspondence.
- Assist with managing information and publishing updates to the CSF website.
- Respond to requests from donors, board of directors and campaign coordinators.
- Assist with strategic reporting and development of reports.
- Assist with donor recognition.
- Work with CSF staff and board as needed.
- Maintain confidentiality of organization and individual information.
- Other responsibilities as needed.

### **Specific Fundraising Campaign Responsibilities:**

- Assist campaign committee to provide Worksite Coordinators with Campaign material and suggest and facilitate the use of campaign videos and member agency speakers.
- Participate in Employee Workplace Campaigns giving presentations about CSF and member agencies.
- Collect Report Summary from worksites and follow up with Worksite Coordinators.
- Assist with written correspondence, letters to CEOs, Worksite Coordinators, employees and thank you notes etc.
- Assist with organizing requests and delivering campaign materials.
- Monitor and report progress of worksites by providing appropriate documentation.

### **Knowledge, Skills and Abilities:**

- Strong written and oral communications skills.
- Self motivated, organized with attention to detail and timeline.
- Knowledge and experience in Word, Excel and demonstrated experience and comfort with general computer tasks and functions.
- Ability to effectively communicate with supervisor and co-workers.
- Good basic work habits.
- Good organizational skills.
- Ability to spend time in office during business hours. (Mon-Fri 9a-5p)

### **Other Qualifications:**

- Driver's License and personal automobile insurance meeting Nebraska's requirements.
- Demonstrate commitment to Community Services Fund's agencies and mission.

### **To Apply:**

- Submit a cover letter, resume and references to Kiersten Hill, Executive Director, Community Services Fund of Nebraska, 215 Centennial Mall South, Ste. 509, Lincoln, NE 68508 or electronically to [khill@communityservicesfund.org](mailto:khill@communityservicesfund.org).