

Position Title: Administrative & Donor Relations Coordinator

Reports to: Executive Director

Location: Sarasota, FL (Hybrid Schedule Available)

Classification: Full-Time, Hourly (Non-Exempt)

Compensation: \$50,000 per year

Benefits:

- 75% employer-paid health care coverage for the employee + monthly stipend, access to vision and dental plans.
 - Two (2) weeks of accrued paid time off (PTO)
 - Flexible schedule with hybrid hours (mix of office and remote work)
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Organization Overview

ALSO Youth is a nonprofit organization dedicated to supporting, empowering, and advocating for LGBTQ+ youth and their allies through education, outreach, and community building. With youth centers in Sarasota and Manatee Counties, ALSO Youth provides a safe, affirming environment where young people can express themselves, build confidence, and connect with supportive peers and adults.

Position Summary

The **Administrative & Donor Relations Coordinator** plays a key role in keeping ALSO Youth running smoothly and fostering strong relationships with donors, volunteers, and community partners.

This position combines administrative support, financial coordination, and donor communication. The ideal candidate is organized, personable, and motivated by mission-driven work. They'll handle office operations, track and process payments, maintain donor data, and support the Executive Director in communications and development efforts.

This role is an excellent fit for someone who enjoys keeping systems organized, communicating with kindness, and ensuring that the details behind the scenes support meaningful community impact.

Key Responsibilities

Administrative & Financial Coordination

- Manage general office operations, including phones, mail, supplies, and vendor communication.
- Process invoices, payments, and expense reimbursements; maintain organized financial records.
- Assist with monthly reconciliation by coding expenses and maintaining documentation for the accountant/bookkeeper.
- Oversee ordering of supplies and ensure office readiness for daily operations.
- Support the Executive Director with administrative tasks, scheduling, and reporting.

Donor Relations & CRM Management

- Maintain and update donor databases (Bloomerang), ensuring accurate donor and gift records.
- Generate acknowledgment letters, tax receipts, and donor stewardship communications.
- Pull reports and analyze giving trends to support fundraising goals.
- Coordinate donor thank-you calls and letters with the Executive Director and Board.
- Assist with annual giving campaigns and donor recognition events.

Volunteer & Community Support

- Respond to volunteer inquiries and assist with onboarding.
- Maintain volunteer records and help coordinate volunteer scheduling for special projects.

- Support communication flow between staff, volunteers, committees and public.

Light Marketing & Event Support

- Update website content and event listings as needed.
 - Post content to social media platforms and create newsletters via Constant Contact.
 - Provide administrative support for outreach events (payments, logistics, confirmations).
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Qualifications

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
 - Experience in education, nonprofit administration, community engagement, or related fields strongly encouraged.
(Former teachers, school coordinators, or professionals with community program experience are especially welcome.)
 - Minimum two (2) years of administrative or nonprofit experience.
 - Familiarity with database systems, donor databases preferred (Bloomerang).
 - Basic bookkeeping or expense-tracking experience.
 - Excellent written and verbal communication skills; friendly, professional demeanor.
 - Strong attention to detail and organizational skills.
 - Proficient in Microsoft 365, Google Suite, and general technology platforms.
 - Knowledge of and sensitivity to LGBTQ+ youth issues and diverse communities.
 - Must pass a background check.
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Work Environment

This position operates in a hybrid environment, requiring some in-office presence in Sarasota. Occasional evening or weekend hours may be needed for donor events or community engagement.

To Apply

Submit your résumé and a brief cover letter describing your interest in supporting LGBTQ+ youth to **ed@alsoyouth.org**. Applications will be reviewed on a rolling basis until the position is filled.