



Position Title: Development & Operations Coordinator

Reports to: Executive Director, ALSO Youth

Employment Type: Full-time, Hourly

Work Schedule: Primarily standard office hours; some evenings and weekends for events

Position Overview

ALSO Youth is seeking a **detail-oriented, proactive, and mission-driven professional** to support our organization’s **administrative operations, donor engagement, and volunteer coordination**. This role is integral to maintaining efficient organizational workflow, strengthening donor relationships, supporting development efforts, and engaging volunteers.

The ideal candidate has **strong administrative and CRM skills, experience in donor and volunteer engagement, and an interest in nonprofit development**. Since this position involves interaction with youth, a **background check is required**.

Key Responsibilities

Administrative & Office Management

- Oversee general office operations, including **phone, mail, supplies, and office equipment**.
- Maintain and organize **SharePoint files** and internal records.
- Provide **administrative support** to the Executive Director and staff as needed.

CRM & Donor Engagement

- Maintain and update the **donor database**, ensuring accurate donor records.
- Process and send **timely donor acknowledgment letters**.
- Generate reports and insights to support **donor stewardship and fundraising efforts**.
- Assist in **donor engagement activities**, including **follow-up calls, meetings, and appreciation outreach** as needed.

Volunteer Coordination & Engagement

- Process volunteer inquiries and **follow up on leads** to recruit volunteers.
- Coordinate volunteer interviews, onboarding, and training.
- Maintain an **updated volunteer database** and track engagement.
- **Create volunteer recognition opportunities** to foster retention and appreciation.
- Work with the team to determine **Point app oversight responsibilities**.

Development & Marketing Support

- Work with the **Development & Marketing Committee and Executive Director** to **create and monitor the annual events calendar**.
- Serve as the **lead administrative point person** for The Giving Partner updates and **oversee execution of The Giving Challenge strategy**.
- Assist with **event planning, marketing materials, and website updates**.
- Actively **recruit sponsors for ALSO Youth events** (e.g., **Prom, Art Exhibit, Annual Brunch**).
- Develop and distribute the **monthly ALSO Youth Newsletter**.
- Manage and schedule content for social media platforms (**Facebook, Instagram, Constant Contact, website**).
- **Support the maintenance of the grants database and create a list of potential grant opportunities**.

Qualifications & Skills

- **High school diploma required; some college coursework preferred**.
- **Minimum of one year of administrative, CRM, or donor relations experience** (nonprofit experience a plus).
- Proficiency in **Microsoft Office Suite & MS 365**.
- Experience with **CRM platforms** (e.g., donor or volunteer management databases).
- Strong **interpersonal and communication skills** with the ability to engage with donors, volunteers, and community partners.
- Excellent **organizational and time management skills** with the ability to prioritize tasks.
- Passion for and knowledge of **LGBTQ+ issues, particularly those affecting LGBTQ+ youth**.
- Ability to work effectively in a **diverse, inclusive, and collaborative** environment.

ALSO Youth, Inc. is an equal opportunity employer. Applications are encouraged from anyone regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, sexual orientation, or age.