

Posting Information

Position Title: Philanthropy Coordinator **Position Type:** Full Time

Position Location: Utah Cty, UT **Position Pay:** \$60,000-\$75,000 DOE (S9)

Hiring Manager: Cynthia Gambill | hr@yuniquefoundation.org | 385.345.4556

Foundation Mission

We inspire hope in women who were sexually abused as children or adolescents by providing through healing retreats, survivor communities, and online resources.

We empower parents to protect their children from sexual abuse through education and online resources.

We bring the epidemic of abuse into the light through public dialogue and social awareness.

Qualifications

We are seeking a Philanthropy Coordinator to do the following: 1) Assist in developing and executing the Foundation fundraising strategies, 2) Grow and manage a donor base, and 3) Collaborate with and support Philanthropy management in responsibly growing the capacity of the Foundation.

Educational/Professional Requirements

- A Bachelor's Degree or equivalent work experience

Experience Requirements

- 3+ years in a fundraising or sales role with clear career progression or comparable work experience
- 3+ years in a project or program management role including event planning
- Non-profit experience is a plus

Responsibilities

- Organization and execution of supporting programs, events, and initiatives within the philanthropy team
- Follow up on fundraising progress by implementing supporting programs that assist the philanthropy team
- Assist in creating, implementing, and maintaining the Foundation's philanthropy strategy
- Ensure philanthropy programs adhere to industry best practices
- Leverage personal network to secure donations for the Foundation
- Develop new relationships to secure donations for the Foundation