

Union Gospel Mission - Duluth Development Coordinator

Position Description:

Union Gospel Mission Development Coordinator is responsible for coordinating the Mission's volunteer program, providing support to UGM's overall development efforts, and serving as administrative support to the Executive Director.

Position Responsibilities:

- Cultivate and coordinate volunteer program.
- Assist with fundraising and development efforts.
- Assist with management of social media and digital platforms.
- Assist with supervision of volunteer groups.
- Maintain positive work attitude towards UGM guests, volunteers, and coworkers.
- Relate to people who face barriers associated with poverty, homelessness and diverse backgrounds.
- Follow all UGM policies and guidelines.
- Support the mission and values of UGM.
- Other duties as assigned.

Required Qualifications:

- Bachelor's Degree or equivalent combination of education and experience.
- Computer proficiency especially in Microsoft Office applications (Outlook, Word, Excel, etc.).
- Strong organizational skills and an attention to detail.
- Ability to manage multiple priorities and deadlines.
- Strong communication and interpersonal skills.

Preferred Qualifications:

- Knowledge of non-profit programming.
- Experience with fundraising.
- Experience with volunteer coordination.
- Experience with DonorPerfect software.

Classification: This position is 35+ hours per week, non-exempt, and IRA benefit eligible.