



Women Lead Change ICR Program Coordinator Job Description

Please send resume, cover letter and references to info@wlcglobal.org.

Position Title: ICR Program Coordinator (Cedar Rapids/Iowa City)

Hours: Full Time

Reports to: Director of Operations

Position Summary: The ICR Program Coordinator is responsible for the essential duties and responsibilities below, and provides organizational support to staff and the broader organization as required. This person is mission-driven, organized, highly talented in sponsor development and works independently to meet deadlines in a fast-paced environment.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are typical for this position. Other duties may be required and assigned.

- **Sponsor Relationships Management:** Responsible for cultivation and maintenance of sponsor relationships and achieving annual sponsorship goals.
- **Program Oversight:** Working with steering committees, staff and other volunteers to oversee and develop high quality programs in the region such as special events, regional conferences, Corridor Women Connect, and other affiliates.
- **Events Management:** Work with Event Coordinator to plan and execute events, including luncheons, socials, workshops, and more.
- **Brand Ambassador:** Act as WLC liaison between organization leadership, affiliates and external interests to offer input on opportunities to best market regional events and organization.
- **Endorsement/Steering Committee Relations:** Primary point of contact to ensure positive relationship with the Committee. Identify and expand leadership and volunteer bases.
- Promotes a team concept by being respectful, inclusive, helpful and supportive.
- Complies with all WLC policies and procedures.
- Performs all other duties as assigned.

Qualifications

- Experience in communications, fundraising, program/project management, sales, and/or events

- Familiarity with designated region
- Excellent verbal and written communication skills
- Willingness to solicit financial support from sponsors

Additional Requirements

Ability to travel and work some nights and weekends as necessary