



## **Women Lead Change Quad Cities Development Coordinator Job Description**

*Please send resume, cover letter and references to [info@wlcglobal.org](mailto:info@wlcglobal.org).*

**Position Location:** Davenport, Iowa

**Title:** Quad Cities Development Coordinator

**Hours:** Part-Time

**Reports to:** Director of Operations

**Position Summary:** The Quad Cities Development 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 Relationship Management:** Responsible for cultivation and maintenance of sponsor relationships with existing and new funders for Quad Cities Conference and ATHENA Leadership Awards. Achieve annual sponsorship goals.
- **Brand Ambassador:** Act as liaison between organization leadership, affiliates and external interests to create awareness of WLC mission, programs, and events.
- **Events Management:** Promote engagement and attendance to WLC events to meet ticket sales goals. Staff all regional conferences, and local events produced by WLC. Work with QC Outreach Coordinator to manage sponsor benefits fulfillment.
- Promote a team concept by being respectful, inclusive, helpful and supportive.
- Comply with all WLC policies and procedures.
- Perform all other duties as assigned.

The Development Coordinator and the Outreach Coordinator in the Quad Cities region will work together to create awareness of Women Lead Change's mission, vision and events. They will act as the regional lead together.

### **Qualifications**

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

Salary: \$33,000/annually with performance bonus based on metrics