



Position Title: **Gold In September (G9) Penny Wars Program Coordinator**

Reports To: Executive Director

Position Status: Part-time 25 hours per week, 3 days a week

Position location: Delafield, WI

Primary Purpose of the Role:

Responsible for the development and implementation of the organization's signature community engagement program, G9 Penny Wars. G9 Penny Wars is a community and youth outreach program focused on leadership, social entrepreneurship and philanthropy. Coordination includes event planning, communications, donor relations, school leadership and student engagement, corporate engagement, fundraising, database and website maintenance, volunteer management. This position reports directly to the Executive Director of Gold In September.

Duties and Responsibilities:

- Responsible for development and implementation of G9 Penny Wars, Gold In September's signature national outreach program focused on leadership, social entrepreneurship, and philanthropy at the community level including schools, businesses, and organizations.
- Identify target markets for implementation of G9 Penny Wars.
- Responsible for managing relationships with schools and district leadership, corporations, businesses, clubs and organizations in an effort to recruit participation in G9 Penny Wars.
- Serve as point of contact for all school, youth, corporate, and organization related activities including, but not limited to G9 Penny Wars.
- Manage all aspects of volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training and acknowledgement.
- Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production and distribution.
- Expected to work on site at all G9 special events.
- Assist in the development of strategic partnerships with corporate donors that drive both fundraising and awareness for childhood cancer.
- Maintain event, donor and volunteer databases.
- Proofread and edit documents as needed.
- Maintain email distribution list.
- Create and distribute monthly G9 Penny Wars newsletter.
- Handle incoming phone calls using strong customer service skills.
- Recruit and manage G9 Penny Wars program intern.
- Additional duties as assigned by the G9 President.

Qualifications:

- Past event coordination, volunteer management, public relations, and fundraising experience with 3-5 years in the corporate or non-profit sector.
- Must be self-directed and able to make timely and sound decisions.
- Possess strong written, verbal and creative skills
- The ability to multi task and work efficiently with minimal supervision in a fast paced environment.
- College degree
- Proficient with Word, Excel, Powerpoint, Constant Contact

Interested candidates should send a resume and cover letter to Beth Lunow at beth@goldinseptember.org