



## **The Minerva Foundation for BC Women**

Job Opportunity - Partnership Coordinator

### **JOB FUNCTION**

The Partnership Coordinator provides administrative support for Partnership Engagement at Minerva. This person has strong detail and organizational skills. This position directly supports the Director of Partnership Engagement, and also supports the Marketing & Communications Specialist as needed.

### **REPORTS TO:**

The Partnership Coordinator reports to the Director of Partnership Engagement and works in cooperation with Minerva staff, contractors and volunteers.

### **KEY SKILLS**

- Highly organized
- Strong writer and editor
- Excellent office support
- Technically-savvy with an ability to learn new software easily
- Relationship building skills

### **DUTIES AND RESPONSIBILITIES:**

- Overall administrative support for partnerships and marketing
- Grant writing and editing proposals
- Tax receipting
- Thank you letters
- Data entry on donor management system
- Volunteer management
- Overseeing schedules and procedures
- Fundraising support
- Involvement in committees
- Tracking monthly donations
- Capturing data and producing reports
- Reevaluating policies and procedures (as needed)
- Following up with donors and funders (as needed)
- Supporting marketing with social media, research, press releases, website updates and marketing and program collateral
- Event planning support
- Experience with donor databases an asset (ie. Donor Perfect, Donor Pro, Sales Force)

**SKILLS AND QUALIFICATIONS:**

- Administrative skills
- Strong English writing and editing skills
- Expert working knowledge of Microsoft Office (Word, Excel, Powerpoint and Outlook)
- Data entry and database experience
- Technically proficient and quick to learn new software

**OTHER SKILLS THAT WOULD BE AN ASSET:**

- Familiarity with fundraising and accounting practices
- Can explain technical concepts efficiently and clearly
- Experience with fundraising databases
- Certificate or Diploma in administration
- Experience using Wordpress (or other content management system)
- Experience managing social media (experience with Hootsuite is an asset)
- Working knowledge of Adobe Creative Suite is an asset (InDesign, Photoshop and Illustrator)
- Market research

**PERSONAL CHARACTERISTICS**

- Self-motivated
- Efficient and highly detail-oriented
- Personable and friendly
- Professional communication skills
- Highly organized and able to multitask
- Takes initiative and can work independently with minimal supervision
- Works well within a team
- Shared values with Minerva: Inclusiveness, Accountability, Collaboration, Innovation and Authenticity

**BENEFITS AND REMUNERATION:**

We offer a competitive salary and a full benefits package.

3 days a week 8:30-4:30

Please send your resume and cover letter to [admin@theminervafoundation.com](mailto:admin@theminervafoundation.com). For more information please about the Minerva Foundation for BC Women please visit [www.theminervafoundation.com](http://www.theminervafoundation.com).