

Young Nonprofit Professionals Network of Grand Rapids

https://ynpngr.org/?post_type=jobs&p=217793

Foundation Coordinator, Cherry Health

Description

Cherry Health is a Federally Qualified Health Center (FQHC) with a mission to improve the health and wellness of individuals by providing comprehensive primary and behavioral health care while encouraging access by those who are underserved. We are currently looking for a Foundation Coordinator to join our team. The Foundation Coordinator plays a key role in Cherry Health Foundation's day-to-day operations, data integrity, constituent relations, and logistics. The position requires a high level of attention to detail; a commitment to establishing and managing processes, while being flexible when appropriate; and positive communications with internal and external stakeholders.

This coordinator is responsible for fundraising database management; executing all pledge and donation tracking, acknowledgments, and financial reconciliation with the Finance department; data analytics and reporting; assistance with event planning and the development of communication pieces; and other activities associated with fund development support.

This is a full-time, non-exempt position with opportunities for hybrid working. General business hours are Monday through Friday, though occasional early morning, night and, rarely, weekend work may be required to accomplish the essential job functions of this position.

The salary range starts at \$18.64 per hour.

Hiring organization

Cherry Health

Employment Type

Full-time

Job Location

Grand Rapids

Base Salary

\$ 18.64

Date posted

May 29, 2022