**Scranton Lackawanna Human Development Agency, Inc.**

**Job Description**: **Development Program Coordinator**

**Department: CSBG**

**Reports To: Jim Wansacz, Executive Director**

**Supervises: N/A**

**Job Summary**

Scranton Lackawanna Human Development Agency (SLHDA) is a Community Action Agency for Lackawanna County with Programs in five counties. SLHDA is seeking a Development Program Coordinator to research and write grant opportunities. This position will assist in fundraising, coordinate community events, handle media relations and coordinate public outreach efforts. This person should be a good story teller, who pays attention to analytical information and isn’t afraid of the word “no”. In addition, this position will help with volunteer reporting oversight.

**Essential Job Responsibilities**

* Researches and writes grant opportunities for Agency
* Assists with fund fundraising
* Coordinate community events
* Helps with social media and handles media coverage
* Coordinate public outreach efforts
* Assists in community assessments
* Responsible for tracking volunteer hours and identifying opportunities
* Participates in trainings, staff meetings, and public meetings
* Leads Capital Campaign

**Required Knowledge, Skills and Abilities**

* Self-motivated and detailed oriented
* Superior organization and communication skills
* Knowledge of fundraising programs, grant writing, and meeting deadlines
* Valid driver’s license and use of a vehicle
* Team player
* Proven fundraising experience
* Experience managing social media with good technology skills
* A good story teller
* Analytic capabilities in regards to researching, editing, and donor management

**Required Education/Experience**

This person will have an accredited Bachelor’s Degree with one year experience in grant writing, fundraising, community organizing, or equivalent experience. A Bachelor’s Degree in Communications, English, Business, Journalism, or Public Relations is Preferred.

**Working Environment** This position will have access to Program Directors and Leadership Teams and be welcomed into a team environment to help advance the Agency’s mission. In addition to the 35 hour work week, this position qualifies for flexible hours with a flexible work from home schedule. The agency starts new hires with one week paid vacation, 2 personal days, accrued sick leave, matching pension contribution, excellent healthcare benefits, and 15 paid holidays.

**Additional Information**

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| HR Use ONLY | |
| Management (Yes/No) | No |
| Exempt/Non Exempt Status | Non Exempt |
| Wage Scale | $36,000-$40,000 or $20-$23 hourly |
| Last Revised | March 2020 |

% of Cellphone reimbursement available / Laptop provided.

APPLICATIONS will be accepted at [www.slhda.org](http://www.slhda.org) until 5/25/2020