

VIRGINIA FUNDRAISING CONSULTANTS



Empowering Organizations Through Philanthropy

Administrative Coordinator, Virginia Fundraising Consultants

Virginia Fundraising Consultants, a fundraising consulting firm located in Norfolk, VA, is seeking an administrative coordinator to join our growing team. This position will provide support to our non-profit clients—helping them to improve their financial capacity.

Duties include, but are not limited to:

- Maintaining updated reports and records
- Generating marketing materials and coordinating events
- Communicating with clients and volunteers
- Recording meeting notes and action items
- Maintaining electronic filing systems
- Updating the CRM database
- Coordinating social media

Candidates should be comfortable working on multiple projects at once and have flexibility to move easily from one project to another in a fast-paced environment. Excellent attention to detail and follow-up skills are needed as well as the ability to communicate confidently and succinctly. Prior administrative experience is preferred as is proficiency in most common software systems, including Word, Excel, Adobe and PowerPoint as well as CRM software (Salesforce). Compensation commensurate with experience.

This position could be part-time or full-time, based on the right candidate.

To apply, please send cover letter, resume and desired salary requirements to virginiat@vafundraising.com.

VFC is an equal opportunity employer and does not discriminate against race, color, religion, gender identity, gender expression, age, national origin, creed, disability, marital status, sexual orientation and/or other protected categories.