



Develop Coordinator, Bell Socialization Services

Bring your passion for connection and doing good to the forefront of your next career move. The Development Coordinator joins Bell's Community Engagement team working to nurture relationships that help individuals and groups connect with opportunities to make a positive impact in the community through their association with Bell. Job duties include: maintaining up-to-date agency donor records and mailing lists; implementation of agency fundraising plans to include managing special events, donor stewardship, grant writing and reporting. This is a part-time hourly position anticipating about 25 hours per week. Minimum requirements: Must be at least 21 years old. Candidate must have HS Diploma /GED plus at least two years' experience in nonprofit development, community relations or related field, and/or four-year degree in related field. Excellent organizational and computer skills and proficiency in Microsoft Office is essential; a working knowledge of Raiser's Edge is a definite plus. Knowledge of York County is beneficial. Candidate will possess a valid driver's license with insurable driving record. Pennsylvania State Police background check required.

Apply online at <https://bellsocialization.com/>

Inquiries/Resume may be directed to Averie Clark, Director of Community Engagement

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