



JOB DESCRIPTION: NONPROFIT ACCOUNT COORDINATOR

A LITTLE ABOUT US:

Big Buzz Idea Group is a rapidly growing company focused on providing nonprofits with solutions so they are better able to execute the mission of their organizations.

WHO WE'RE LOOKING FOR:

Big Buzz Idea Group is seeking a fun, hard-working and enthusiastic individual who is passionate about helping organizations and individuals reach and surpass their goals. The Nonprofit Coordinator's primary objectives are to oversee the Client's administrative, bookkeeping, communication, database management and event needs. In some cases the Nonprofit Account Coordinator may be responsible for driving the development of a plan to implement new processes. This person will have direct contact with Clients and may periodically meet with the Client to strengthen the working relationship, facilitate a meeting, brainstorm or problem solve. This position reports to the President and Vice President.

SKILLS/CREDENTIALS YOU MUST POSSESS:

- Bachelor's Degree in business, communications, nonprofit management or related field
- Effective written and oral communication skills
- Able to communicate with diverse populations
- Excellent organizational skills with attention to detail
- Computer skills – Proficient in Microsoft Office Suite
- Able to meet deadlines
- Effective time management skills are a must!
- Able to juggle multiple responsibilities simultaneously
- Creative, resourceful, innovative and able to think on your feet
- Unique ability to problem solve
- Works well under pressure
- Must be able to be on your feet for lengthy periods of time
- Must be able to periodically lift up to 50 lbs.

LIKE WHAT YOU SEE? HERE'S WHAT'S NEXT:

Email your resume along with a cover letter outlining why you're interested in the position, what makes you a good fit, what your favorite food is and what your salary requirements are. Please no phone calls. We'll be in touch!