



JOB DESCRIPTION:
NONPROFIT ACCOUNT COORDINATOR
SALARY RANGE: *\$22-30K
**Salary Commensurate with Experience*

A LITTLE ABOUT US:

Big Buzz Idea Group works with nonprofits and associations who want their offices to run more efficiently so they can focus on their mission and organizational growth. We are a fast-paced, rapidly growing company that believes in working hard, playing hard and elevating the common good.

WHO WE'RE LOOKING FOR:

We're seeking a fun, hard-working and enthusiastic natural leader who is passionate about helping organizations and individuals reach and surpass their goals. The Nonprofit Coordinator's primary objectives are to lead and oversee the Client's administrative, bookkeeping, communication, database management and, from time to time, 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 CEO and Vice President.

PRIMARY DUTIES (NOT LIMITED TO):

- Maintain good working client relationship(s)
- Schedule board meetings, retreats, and luncheons
- Organize and lead planning meetings
- Prepare meeting materials and board packets
- Oversee bank records and AR/AP
- Work with the Bookkeeper to maintain up to date accounting records
- Oversee various communication pieces including e-newsletters, social media postings, website updates and collateral materials
- Manage multiple databases to keep records current
- Manage client specific phone lines
- Report to CEO and Vice President

SKILLS/CREDENTIALS YOU MUST POSSESS:

- Bachelor's Degree in business, communications, nonprofit management or related field
- Excellent written and oral communication skills
- Prior experience in a leadership role
- Excellent organizational skills with attention to detail
- Proficient in Microsoft Office Suite
- Able to meet deadlines and manage time effectively
- Able to juggle multiple responsibilities simultaneously
- 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 and what your favorite food is. Please no phone calls. We'll be in touch!

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