



**JOB DESCRIPTION: NONPROFIT
ACCOUNT COORDINATOR SALARY
RANGE: *\$27-30K *Salary
Commensurate with Experience**

WHO WE ARE:

We are a growing organization that exists to champion worthy causes. Big Buzz Idea Group creates an impact with nonprofits and associations by helping them to breathe new life into their organization so that they can focus on their mission and growth. We work at a fast pace to be inspired and create inspiration for our clients. We love to work hard and play hard.

WHO You ARE:

You are looking to be a part of an organization that is rapidly growing and you want to help in that purpose. You are a hard-working, upbeat and enthusiastic leader who is driven to help nonprofit organizations reach and surpass their goals.

Passionate about helping organizations and individuals reach and surpass their goals you will use your attention to detail to oversee the Client's administrative, bookkeeping, communication, database management and, from time to time, event needs.

Reporting to the CEO and Vice President of the company you are looking to grow your career and continue to enhance your tasks on personal involvement with assigned clients.

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
- Reconcile bank records and AR/AP
- Partner with the Bookkeeper to maintain up to date accounting records
- Insure that communication pieces including e-newsletters, social media postings, website updates and collateral materials meet clients' expectations and deadlines
- Utilize multiple databases to keep records current
- Manage client specific phone lines

SKILLS/CREDENTIALS YOU MUST POSSESS:

- Bachelor's Degree in business, communications, nonprofit management or related field
- Excellent English written and verbal communication skills
- Prior experience in a leadership role
- Proficient in Microsoft Office Suite
- Demonstrated ability to multi-task and reprioritize
- 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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