



Northeast Wyoming
**COMMUNITY HEALTH
FOUNDATION**

1901 Energy Court, Suite 265
Gillette, Wyoming 82718
307.257.7057
www.newcommunityhealth.org

Cancer Care

Close to Home
Hospice Hospitality House

The Legacy

Youth Programs

FOUNDATION COORDINATOR

ABOUT US

Northeast Wyoming Community Health Foundation began in 1975 (formerly Campbell County Healthcare Foundation) serving a vision for the people of Gillette. Over 45 years later, NEW Community Health has emerged to improve health for the northeast region of Wyoming.

POSITION

The Foundation Coordinator is an integral member of the Foundation team, supports the organization's fundraising initiatives, provides administrative and operational support, helps to ensure donor satisfaction while bolstering organizational efficiency and effectiveness. Strong customer service and quick response to donors, committee, and board member requests. Management of donor, fundraising and marketing software. Flexibility and stamina coordinate special events during off hours of business.

RESPONSIBILITIES

- Maintain accurate records in donor database
- Manage all donor correspondence
- Maintain all special event proposals, accounting, invoicing, and online bidding organization (Handbid) for all events
- Co-manage all special events with Foundation Director
- Prepare end of month documents and credit card reconciliation for accounting
- Prepare all deposits in QB
- Manage social media accounts & website maintenance
- Maintain all hospitality records & funding letters for grant recipients
- Maintain good lines of communication with committee members, volunteers & community
- Prepare monthly newsletter

CANDIDATE LIST OF REQUIREMENTS

- College degree in relevant field
- Foundation experience desirable
- Customer service experience required
- Marketing experience advantageous

partnering with you in the health and wellness of your community.