



Position Announcement: CVNA Coordinator

The Cedar Valley Nonprofit Association is a vibrant network of leaders in northeast Iowa who amplify the voice of the nonprofit sector. Together members create sustainable connections that improve outcomes for the entire Cedar Valley.

The Cedar Valley Nonprofit Association is seeking candidates to serve as its Coordinator. Duties include coordinating and marketing events, managing the website, and assisting the steering committee in leading the vision of the CVNA. Ideal candidates will have great organizational skills, strong communication skills, and experience in event coordination, email marketing services, and web content management. Services to be provided include the following specific duties:

- Coordinating logistics for CVNA programs, including peer networking programming (e.g., Grantwriting and Marketing groups) by securing presenters, managing registrations, securing and setting up site (including refreshments), taking photos, and follow up details
- Promoting CVNA programs through bi-weekly newsletter, website, Facebook, news releases, and bi-annual fliers
- Promoting membership in CVNA through newsletter, website, and Facebook, as well as direct contacts based on leads from the steering committee
- Maintaining the CVNA website, Constant Contact account, and Facebook page; managing the CVNA email account
- Maintaining membership directory; preparing annual membership drive and renewal process
- Collecting data from program surveys, website and newsletter analytics, and annual membership surveys
- Managing the Seal of Distinction program
- Coordinating, submitting reports, and taking minutes at the CVNA steering committee meetings
- Following up on invoices and payments of partners and investors

The coordinator, alongside the steering committee, will help guide the overall vision of CVNA to further the association in its future endeavors.

This is an annual contracted position compensated at \$12,000. It is estimated that it will take approximately 10 hours per week to complete the work. Interested candidates should email a cover letter and resume to CVNA Steering Committee member Julianne Gassman (julianne.gassman@uni.edu) by end of day Friday, March 19.