



Position Title: Women's Fund Coordinator

Classification: Part-Time, Non-Exempt

Do you want to support Door County's women and girls through philanthropy?
Do you want to learn about the issues and opportunities facing women and girls in our community?
Do you want a job that generates generosity and makes our community better?

If you have administrative acumen, a positive attitude, good listening skills, and a strong attention to detail, you might be a great candidate for the job of Women's Fund Coordinator. While experience working for a non-profit and college degree is valued, neither is required. We're willing to start from scratch and train the right person.

About the Door County Community Foundation

The Door County Community Foundation inspires charitable giving, strengthens nonprofits, and supports initiatives that enhance the quality of life in Door County. Through relationships with donors and community organizations, the Foundation helps address local needs and build a vibrant, thriving community.

About the Women's Fund of Door County

The Women's Fund of Door County is a component fund of the Community Foundation dedicated to building, enriching, and nurturing the lives of women and girls through collective wisdom and philanthropy. The Women's Fund invests in programs that promote economic opportunity, foster appreciation of the arts, encourage potential, and strengthen the well-being of women and girls across the county.

General Description:

The Women's Fund Coordinator is an administrative position that provides support to advance the mission and impact of the Women's Fund. This position works closely with the Women's Fund Board of Advisors, committees, and the Door County Community Foundation staff to strengthen board effectiveness, deepen community relationships, grow donor engagement, and enhance visibility.

This is a highly collaborative role requiring strong organizational skills, initiative, and the ability to translate ideas into action. The Coordinator serves as a key connector—supporting volunteers, engaging community partners, and helping bring the Women's Fund's strategic priorities to life.

Organizational Culture:

The professional staff of the Community Foundation understands the importance of its work and thus we all have a passionate commitment to doing our jobs well. We have fun and truly enjoy working together, yet our first priority is always to strive to "get it right." When we fail to achieve our internal standard, we are quick to reflect on how we can improve our processes and/or our individual ability to execute them. The philosophy guiding our staff is as follows:

- We strive for excellence in all that we do
- Excellence requires that we hold each other accountable
- We correct and learn from our mistakes together

Overall Responsibility:

Put simply, be adaptable, responsive, and collaborative to ensure that the Women's Fund of Door County fulfills its charitable mission.

Key Responsibilities:**Board Support & Organizational Leadership**

- Support the Board of Advisors in setting and implementing strategic goals
- Translate board priorities into actionable plans, timelines, and measurable outcomes
- Prepare materials for meetings and committees; attend meetings as assigned
- Track progress toward goals and provide regular updates
- Support onboarding and engagement of board members and volunteers
- Maintain calendars, records, and organized systems for board activities
- Coordinate closely with the Vice President of Philanthropic Services to align efforts with broader Foundation priorities

Community Engagement & Impact

- Build and maintain relationships with nonprofit partners and community organizations
- Represent the Women's Fund at meetings, events, and community collaborations
- Identify opportunities for partnerships and collective impact
- Serve as a connector across organizations when appropriate
- Share insights with the Board of Advisors to inform grantmaking and strategy

Donor Engagement & Fund Development

- Support board members in cultivating and stewarding donor relationships
- Coordinate donor events, outreach efforts, and informational opportunities
- Track donor engagement and assist with recognition and stewardship activities
- Support fundraising campaigns and events, including logistics and follow-up
- Assist in preparing materials and talking points for donor interactions
- Monitor progress toward fundraising goals

Communications & Visibility

- Collaborate with the Women's Fund Communications Committee and Director of Communications to implement a communications plan
- Assist in creating content for newsletters, emails, press releases, and other materials
- Help maintain website and social media presence
- Ensure consistent messaging aligned with the Women's Fund's mission and values
- Gather and share stories that highlight impact and community outcomes
- Support development of annual reports and marketing materials
- Coordinate closely with the Vice President of Philanthropic Services and the Director of Communications to align efforts with the broader Community Foundation communications plan

Data, Evaluation & Learning

- Track and organize data related to grants, donors, and engagement activities
- Develop reports and simple dashboards for board review
- Monitor progress toward strategic goals
- Analyze trends and provide insights to support decision-making
- Contribute to ongoing evaluation and continuous improvement efforts

Key Competencies Required:

- Strong organizational and project management skills with attention to detail
- Excellent written and verbal communication skills
- Ability to work collaboratively with volunteers, staff, donors, and community partners
- Demonstrated initiative and ability to manage multiple priorities
- Experience in nonprofit work or community engagement preferred
- Commitment to the mission of the Women's Fund and interest in issues affecting women and girls

Working Relationships:

- Reports to the Vice President of Philanthropic Services
- Works in collaboration with the Women's Fund of Door County Board of Advisors
- Works closely with the Director of Communications and Philanthropic Services Officers
- Works collaboratively with the other professional staff of the Community Foundation

Schedule:

- This is a 20-hour-per-week, part-time position based in the office
- Specific scheduling will be determined within standard business hours from 8 a.m. to 4:30 p.m., Monday through Friday
- There will be the occasional late afternoon/evening meeting or event to attend

Compensation:

- Starting hourly rate of \$27 - \$33 per hour, depending on experience
- 6% matching contribution to a 401(k)
- Annual \$500 allowance to give to the Door County charities of your choosing
- Part-time employees are not entitled to paid vacation, sick time or holidays but may make up for missed hours

Application Process:

To apply, please send a cover letter explaining your interest in the position, connection with Door County (or Wisconsin, generally), a resume, and at least two professional references to:

Jessica Holland, Vice President of Philanthropic Services
Door County Community Foundation
222 N. 3rd Avenue
Sturgeon Bay, WI 54235
 or email jessica@givedoorcounty.org

- Emailed resumes are preferred
- Resumes will be reviewed as they are received
- An initial interview will be scheduled for qualified candidates (which may be via Zoom for candidates at a distance)
- Subsequent interview(s) will occur in-person and will include meetings with the rest of the professional staff
- All inquiries and applications will be kept highly confidential
- We will not contact any of your references until you are a finalist for the position and only after we notify you that your references will be called
- While our goal is to fill the position as soon as possible, we are willing to wait as long as is necessary to find the right person to join our team

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