

Full-Time Connections Coordinator Job Description

Job description:

Connections Coordinator Cornerstone of Grace – Watertown, WI

(Full-Time, 35-40 Hours/Week)

Cornerstone of Grace is seeking a passionate and dynamic Full-Time Nonprofit Connections Coordinator to join our dedicated team. This person must be highly organized, relational, and mission-driven. This person will serve as a central point of communication and coordination within our growing nonprofit organization.

This full-time position works closely with the Executive Director and supports communications, donor relations, volunteer coordination, fundraising, events, and administrative systems. The Connections Coordinator plays a key role in strengthening relationships with volunteers, donors, board members, staff, and community partners.

Primary Responsibilities Include:

- Managing communications and scheduling for the Executive Director
- Handling phone calls during worktime hours
- Maintaining donor records, sending acknowledgments, and assisting with grant research and writing
- Coordinating volunteers, applications, scheduling, and training support
- Collaborative planning and attending meetings with these various stakeholders
- Assisting with fundraising events and community outreach
- Serving as liaison for marketing updates, newsletters, and website content
- Maintaining organized records, databases, and Google Drive systems
- General bookkeeping entry
- Providing general administrative and on-site support during weekday office hours

Qualifications:

- Strong organizational and communication skills
- Ability to manage multiple projects with attention to detail
- Experience with spreadsheets and financial tracking (QuickBooks preferred)
- Grant writing experience a plus
- Proficiency in Google Workspace
- Commitment to the mission of Cornerstone of Grace

- The Connections Coordinator serves as a representative of Cornerstone of Grace and must be a practicing Christian whose beliefs and lifestyle align with the organization's statement of faith and ministry mission.

Join us in making a lasting impact! This full-time position offers an exciting opportunity to lead community connections that empower individuals and transform lives through dedicated service. We value energetic professionals committed to social change who thrive on collaboration, innovation, and community engagement.

To apply, please submit your resume and a brief cover letter outlining your interest in the role.

Job Type: Full-time

Work Location: Hybrid remote in Watertown, WI 53094