



Support Our Mission – Join YCVO as an Administrator

Location: York, Pennsylvania

Job Type: Independent Contractor

Reports To: Board of Directors

Contracted Rate: \$25-\$40/hour, depending on experience and qualifications

Duration: Annual contract (contractor is responsible for their own taxes and will not be eligible for benefits), up to 15 hours per week

Position Summary:

The Administrator plays a critical role in overseeing the day-to-day operations of the York County Veterans Outreach (YCVO). This position supports the YCVO Board of Directors, manages administrative functions, the grant functions with potential grantees and coordinates with donors and beneficiary organizations. This position requires a detail-oriented, organized, and mission-driven individual with strong organizational and communication skills and interest in improving the lives of Veterans.

Key Responsibilities:

- Oversee and manage daily administrative operations, including record-keeping and correspondence.
 - Maintain up-to-date records of donations, beneficiaries, volunteers, and vendors.
 - Coordinate with the Board on strategic planning, reporting, and compliance.
 - Assist in planning and executing fundraising campaigns, community outreach events, and donor engagement activities.
 - Manage communications, including website, donor thank-you letters, annual reports, and social media updates.
 - Maintain records, including meeting minutes, legal documents, and donor correspondence.
 - Coordinate review of grant proposals and annual reviews.
 - Liaise with external partners, community members, and stakeholders to promote the mission and services of the organization.
-

Qualifications:

- 2+ years of experience in nonprofit administration or management.
 - Understanding of nonprofit compliance, donor stewardship, and community relations.
 - Strong organizational, communication and project management skills.
 - Proficient with office software (Microsoft Office)
 - Excellent written and verbal communication skills
-

Preferred Skills:

- Experience with fundraising platforms and donor management software (e.g. DonorPerfect).
 - Knowledge of grant writing and reporting processes.
-

Interested candidates should email a **resume**, **cover letter**, and **three professional references** to kristybixler21@gmail.com. Please include the job title in the subject line.