



JOB DESCRIPTION

JOB TITLE	DEPARTMENT	HIRING MANAGER
Fundraising Associate	Development	Joelle Gamble
TERM	HOURS PER WEEK	SALARY RANGE
Full-Time	40	DOQ - \$30-\$45K

FUNCTION

Provides assistance with all aspects of fundraising activities; including but not limited to, event fundraising and in-kind donation programs.

REPOSIBILITIES

Donation program lead

- Organize and lead year-round auction solicitation committee
- Solicit, track, & manage auction donations for fundraisers conducted throughout the year; including prospect research, processing acknowledgement letters, organizing phone banks, cold-calling etc.
- Maintain & cultivate relationships with current donors
- Respond to applicable donor inquiries, providing excellent customer service
- Assist with planning and implementing fundraising events
- Coordinate, track and manage in-kind donations

Event Organization Responsibilities

- Serve as Wishes & More Liaison with External Event Coordinators to assure compliance with policies and standards
- Perform outreach to cultivate new external events
- Assist external event organizers with maximizing fund and friend-raising potential
- Organize and train volunteers for internal & external events
- Design and create all printed, online and video materials associated with events and promotion
- Conduct evaluations for post-event reporting & relationship building
- Assist with coordination of internal fundraising events
- Be second-in-command and have full knowledge of all workings at internal events
- Implement event and money-handling procedures

General Responsibilities

- Proficiently working within the Access database for data input, queries, and reports
- Social media as directed
- Solicit new funding sources (donors, external events, volunteers)
- Represent Wishes & More with professionalism at all times
- Contribute to building a system of donor stewardship and creating a culture of philanthropy
- Prepare or participate in budgets applicable to areas of responsibility

TECHNICAL SKILL REQUIREMENTS

Required competency: Word Processing, Databases & Informational management systems, Microsoft Office (Excel, Word, PowerPoint, Outlook, Access)

Preferred skills: Adobe In-Design, Photoshop & Illustrator, Website Management Tools (WordPress), Video editing and creation in Final Cut Pro or iMovie, SEO management/AdWords

EDUCATION/EXPERIENCE

Bachelor Degree with a minimum of two years of professional experience in related position; or a combination of education and experience providing equivalent knowledge.

PREFERRED QUALITIES

- Patient, compassionate & professional
- Positive work attitude and a consistent, dependable work ethic
- Excellent verbal and written communication skills
- Experience planning and/or implementing events
- Organizational and time management skills – THIS IS A MUST!
- Self-starter & self-motivated
- Able to stay on task and finish responsibilities.
- Strong ability to work with others and encourage partnerships
- Technologically savvy with a knack for learning new software and programs
- Excellent judgement and decision-making skills
- Supervisory Experience of volunteers or staff
- Ability to “Make the Ask” / comfort in promoting partnerships via phone (cold-calling), in-person and email
- Previous non-profit experience in area of development & fundraising is preferred
- Relationship manager with comfort in working with diverse populations (volunteers, staff, board members, community members, etc)
- Experience developing and implementing project plans
- Ability to work both independently and as a member of a larger staff team