**EVE, Inc.**

Position Description

**Fundraising Associate**

**Summary of Functions**:

Plans, develops, and manages the organization’s fund development activities, processes, and programs to continue growing the donor base and increase the fundraising capacity of the organization. Runs mailing and email campaigns across all relevant media spaces. Deepens community partnerships for grant funding and corporate giving/sponsorships with a special focus on non-restricted funding. The Fund Development Director works in partnership with the Executive Director, Operations Director, and Fund Development Committee.

**Duties and Responsibilities:**

* Plan, develop, and implement the agency’s Fund Development Plan (FDP) and action steps to achieve agreed upon goals and objectives
* Identify, cultivate, solicit, and steward prospective major donors in accordance with the FDP objectives
* Design and implement annual (e)mail solicitation programs
* Enter all projects, action step activities, donor contacts/information in donor database (Little Green Light)
* Implement action steps for annual giving, capital projects, and endowment programs as agreed upon in the FDP
* Manage donor acknowledgement process assuring timely acknowledgement is provided to donor.
* Track volunteer hosted mini events, following agency policy/procedures regarding issuance of permission to use the agency logo
* Adhere to financial policies and procedure regarding donation, fundraising and database procedures
* Provide regular, ongoing reports to the Board of Directors though the Fund Development Committee on the status of implementation of the Fund Development Plan, reporting on activities and the resulting outcomes
* Assists in grant writing to foundations and corporate entities, assists with DVS grants
* Assist the agency’s Board of Directors to maximize the skills, talents and resources of its current members so the Board’s fundraising responsibility to the organization is enhanced
* Perform other duties as assigned

**Position Qualifications**

**Education/Experience:**Associates degree required. 2+ Years in nonprofit fundraising.

**Skills/Abilities:**

Demonstrated ability to develop, plan, carry out and fundraising programs and services

Demonstrated fund raising success including events, major gifts, planned giving, and securing of grants

Experience with maintenance of CRMs and industry standard marketing tools/software.

Demonstrated ability to utilize relationship skills to recruit, engage and retain individual volunteers for a variety of fundraising tasks and responsibilities

Demonstrated ability to develop collaborative relationships with co-workers and board members

Ability to speak and write clearly using proper spelling and grammar; experience with public speaking and the ability to provide fundraising presentations to individuals and groups

**Performance standards:**

Evaluation of the position will be based on the resource and fund development performance of the organization in accordance with the annual Board approved Fund Development Plan.

**Pass criminal background checks**

**Possess a valid Michigan Driver’s License**

**Status:**Full-Time

Please submit Resume and Cover Letter to kdwyer@eveinc.org

Job Type: Full-time

Pay: $45,000.00 - $50,000.00 per year