Off-Campus Employment

Job posted on 2014-04-23 by 00026579; posting expires on 2014-05-30

Employer: WV FREE

Position: Development Associate

Job Description:

Position Overview: The Development Associate is responsible for planning, managing, and executing the organizationâ€™s fundraising programs and leading the progression and expansion of the WV FREEâ€™s fundraising strategies. The Development Associate collaborates with the Executive Director and the Board of Directors to reach our annual and long-range goals.

Primary Responsibilities:

Annual Gifts Program: The Development Associate will research, identify, cultivate, and solicit donors; coordinate donor solicitations, including major gifts, with the Executive Director; prepare development materials including a development plan; and maintain confidential records on current donors.

Other Funding Sources: The Development Associate will develop and coordinate other funding sources, including strategic prospect research, scheduling, writing, grant preparation, and reporting. Other funding sources include foundation and corporate grant programs.

Donor Cultivation: S/he will develop, plan, and organize all aspects of WV FREEâ€™s cultivation activities throughout the year.

Event Planning and Coordination: The Development Associate will implement creative ideas and oversee fundraising events throughout the year such as the annual benefit gala in coordination with the Executive Assistant.

Planned Giving: S/he will devise and implement strategies for marketing planned giving opportunities to WV FREE donors and members.

Materials: The Development Associate will work to develop messages, materials, and explanations of our work that are used in all of the development campaigns.

Qualifications: Qualifications:

Â·High energy individual with strong interpersonal skills and comfort working with donors, Board members, volunteers and staff.

Â·Willingness to ask for large sums of money.

Â·Demonstrated interest in, enthusiasm for, and commitment to the mission and principles of the WV FREE.

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Â·Excellent organization, administrative skills and ability to follow through on assignments with a minimum of direct supervision.

Â·Computer proficiency including working knowledge of Microsoft Office

Â·Ability to travel throughout the state and to manage and accommodate a work schedule that will include evening and weekend commitments.

Â·Experience in successfully directing volunteers, and demonstrated leadership skills and ability to motivate others.

Â·A demonstrated ability to write clearly and effectively.

Â·Work experience that demonstrates strong interpersonal skills: prior sales or development experience a plus.

Compensation:

Salary is commensurate with experience. Excellent benefits package included. Opportunity for advancement.

Application Instructions: To Apply:

Please e-mail a cover letter, resume, three professional references and writing sample to Margaret Chapman Pomponio, Executive Director at info@wvfree.org or to PO Box 11042, Charleston, WV 25339.