

**Title:** Fund Development Assistant  
**Salary:** Part-time, 20-32 hours/week  
**Reports To:** Executive Director

### **Position Summary**

The Mission of the Women’s Resource Center for the Grand Traverse Area (WRC) is to protect, shelter, and empower people impacted by domestic and sexual violence. The Vision of the WRC is to do this by: working with other community agencies to create a safe, equitable environment for all individuals. We accomplish this by directly providing services and by collaborating with other providers to educate, support, counsel, house and advocate.

Located in Grand Traverse County, the Women’s Resource Center for the Grand Traverse Area (WRC) has been providing services for those impacted by domestic and sexual violence since 1975. The agency serves the four-county region of Benzie, Grand Traverse, Kalkaska and Leelanau Counties and provides emergency shelter to over 200 women and children and more than 6,000 hours of emotional support to survivors of domestic and sexual violence each year.

The Fund Development Assistant plays an important role by providing administrative and communications support to the WRC Fundraising team in all aspects of the agency’s fund development activities. The purpose of this position is to assist in the building and strengthening of relationships with donors and donor prospects through the following activities:

### **Position Description**

#### **Fund Development and Donor Support**

- Gift Processing: batch, enter and acknowledge all gifts to WRC in a timely and accurate manner.
- Maintain proper procedures and standards for gift entry and acknowledgement; working with the Administrative team to maintain procedures.
- Manage donor database including gift entry, data entry, updating donor records, routine data clean-up, data back-ups, creating lists and reports, as needed.
- Coordinate all “third party” fundraisers, donation box distributions and in-kind gifts. Act as a liaison between community groups raising money for the WRC-GT.
- Maintain foundation, corporation and individual donor records.
- Handling routine donor inquiries and communications such as, event invites and RSVPs, thank you notes, condolence and other cards, event follow-up, etc.
- Assist ED and DD with routine donor correspondence and meeting preparation.
- Donor research upon request
- Perform additional duties as assigned by the Executive Director.

### **Communications Duties:**

- Facebook and other social media postings related to fund development activities.
- Assist with Constant Contact email campaigns.
- Manage online giving to ensure program is accessible to the public.
- Manage web site updates.
- Assist with mailing list procurement and production – shared.
- Private donor event coordination: assist with logistics, invitations, prepare and organize materials, vendors and supplies, coordinate volunteers.

### **Administrative Duties**

- Perform general office tasks: provide support with correspondence, mass mailings, assist with meeting preparations, data entry, maintain department supply inventory.
- Maintain paper and electronic development filing systems.
- Attendance at Board and Committee meetings when necessary.

### **Qualifications**

- Working knowledge of SalesForce Nonprofit Starter Pack CRM software **required**
- Ability to communicate professionally with internal staff, community partners and donors.
- Excellent verbal, written, time management and organizational skills required.
- Deadline and detail oriented.
- Technically proficient in Microsoft Office Suite with desire to learn new software as required.
- Ability to work well under pressure and handle multiple projects at the same time.
- Experience with online and social media communications including Facebook and Constant Contact.
- Cooperative attitude, willingness to learn, team approach.
- Ability to exercise a high level of tact and discretion in both internal and external interactions.
- Experience in a nonprofit, fund development environment desired, but not required.
- Bachelor's degree in related field or proven experience.
- Need to have reliable transportation.
- Ability to work flexible schedule when needed.

### **Physical Requirements**

- Normal office environment requirement requiring standing, sitting, keyboarding
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- Ability to speak clearly and hear.
- Ability to transfer objects from hand to hand or hand to arm; reach with hands and arms; stoop, or crouch.
- Ability to lift thirty pounds i.e., supplies and donations.
- Ability to travel to off-site locations and attend off-site meetings and events.

### **APPLICATIONS**

Mail/Email a cover letter and resume to: CMcConaha@wrcgt.com.

*OR*

Women's Resource Center  
Attn: Fund Development Assistant Position  
720 S. Elmwood, Suite 2  
Traverse City, MI 49684

*The Women's Resource Center is an equal opportunity employer. Applicants will be considered without unlawful discrimination based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, genetic information, height, weight, marital status, sexual orientation, military status or veteran status. The Women's Resource Center is an at-will employer.*