



Title:	Fund Development Assistant
Reports to:	GRNA Executive Director
Classification:	Part-time (~20 hrs/week), non-exempt
Working Schedule:	Flexible options
Pay Range:	\$17 - \$18/hour; commensurate with experience.
Application Deadline:	Open until filled.

Position Description

The Fund Development Assistant provides administrative and communication support to the organization in all aspects of the organization's fund development activities. She/he/they will assist in the increasing, broadening, and deepening of relationships with donors and donor prospects. Planning and implementing fundraising events and strategies is a core responsibility. Successful candidates must demonstrate strong leadership and organizational skills, and possess an exceptional ability to work with donors, community leaders, board members, and staff and volunteers.

A passionate desire to support the organization's mission to manage the Grass River Natural Area, conserve and protect its watershed and provide opportunities that increase knowledge, appreciation, and community-wide stewardship of the natural environment.

Fund Development and Donor Support: (75%)

- Assist Executive Director in implementing fundraising plans.
- Assist with gift processing in a timely and accurate manner.
- Maintain proper procedures and standards for gift entry and acknowledgment.
- Manage CRM database (Salesforce), including gift entry, data entry, updating donor records and tasks, routine data clean-up, data back-up, printing lists and reports as needed.
- Conduct donor research.
- Coordinate annual fundraising event (Riverfest) with support of volunteer committee.
- Assist with donor stewardship including special invitations and events for donor-sponsors.
- Respond to donor inquiries and communications.
- Assist with grant writing and reporting.
- Provide administrative support to Executive Director.
- Perform additional duties as assigned by the Executive Director.

Communication Duties: (25%)

- Manage all direct mailing appeals including annual spring appeal and year-end appeals, annual/mission reports, and any special event solicitation.
- Assist with print and social media marketing as it relates to the goals of this position.
- Work with Finance and Administration Manager on creating mailing lists.

- Assist with website upkeep and online giving.

Job Qualifications - Required:

- Working knowledge of CRM software (prefer Salesforce).
- Familiarity with donor relations and fund development.
- Ability to communicate professionally with internal staff, community partners, and donors.
- Excellent verbal, written, time management and organizational skills.
- Deadline and detail oriented.
- Ability to work well under pressure and handle multiple projects simultaneously.
- Experience in planning, coordinating, and managing events.
- Technically proficient in Microsoft Office Suite with desire to learn new software as required.
- Cooperative attitude, willingness to learn, team approach.
- Ability to maintain confidentiality.
- Ability to maintain a flexible work schedule, including some evenings and weekends.

Job Qualifications - Preferred:

- Bachelor's Degree in a related field or a minimum of 2 years of experience in nonprofit, fund-development environment.
- Grant writing/reporting experience.
- Experience with social media platforms (Facebook, Instagram, TikTok, etc.), email/marketing platforms (Mail Chimp, Constant Contact, etc.), desktop publishing software (InDesign, Weebly, etc.).

Grass River Natural Area Mission Statement: to manage the Grass River Natural Area, conserve and protect its watershed and provide opportunities that increase knowledge, appreciation, and community-wide stewardship of the natural environment.

To apply: Email the following documents to Jenn Wright, Executive Director

Jenn@grassriver.org:

- Cover letter & resume
- List of three professional references: name, address, affiliation, title, phone number & email address