

JOB SUMMARY/PURPOSE

This is primarily a development role (fundraising/resource/fund development) with some communication and promotion work, as needed, in the Community Outreach, Development, and Marketing Department. The person in this part time role (average 25-27 hours per week) helps in overseeing and executing the implementation of fundraising endeavors, which are developed in concert with the chief executive officer and board of directors. This is a small development and marketing shop; therefore, the person in the role will be engaged in cultivating relationships with and raising resources from individuals, corporations, and foundations as well as lead or co-manage special events and serve as back-up on marketing and communication. It is a small team which necessitates being tight and mutually supportive. The associate in this role must have strong written and verbal communication skills, be tech fearless, comfortable with data and databases, and social media savvy.

S/he will establish and maintain a strong rapport with the 4Cs staff and stakeholders who will put all hands-on deck when there are big projects/events. S/he must be able to work autonomously as well as effectively as part of a team. The development operation is in start-up phase, therefore high functioning and support level tasks are embedded in the role, including development operations, and structuring a well-organized fund development operation. Long-term growth in fundraising endeavors would result in expansion of the team. This is currently a grant-funded position based on continued grant renewal and fortunately those grants have been renewed each of the past five years.

S/he works within the guidelines, policies, and mission of 4Cs and is accountable and responsible for specific projects as assigned. The person in this role must thrive in a demanding environment—with empathy, poise, and the ability to pivot quickly. S/he must be able to manage multiple tasks/projects and be able to prioritize and pay close attention to detail. The agency is primarily state funded. The team has been working assiduously to increase private giving to cover the gap in state funding and organizational need, to diversify funding streams, and to build long-term sustainability.

Primary Metrics

- The agency raised \$298K in FY '19-'20. The strategic goal is to grow philanthropy to raise between \$550K to \$750K, annually, in private funds to supplement government grants
- We have three major foundation donors and many small family and/or corporate foundation donors; we would like to secure 5-10 more foundation donors by end of fiscal year 2022 (9/30/22)
- The area in which there is greatest opportunity for growth is in increasing the number of individual major donors by 25+; the second area of opportunity is increasing corporate/small business donors
- We have three events that serve donor/volunteer engagement, development, programmatic, and community education purposes. We would welcome opportunities to refine and improve these events and all of the primary metrics to achieve greater outcomes
- The associate will develop a strong annual fund program that serves as a pipeline for major donors (4-6 mailings per annum) Send 5 mailings to a list of 500
- S/he will create social media campaigns, using any and all vehicles, that will acquire new donors, engage new and existing donors, and increase giving (work very closely with your CODM on this endeavor)

For a more detailed job description, go to this web page: <https://www.4cspassaic.org/employment/>