

Fundraising Assistant (Part-Time)

Location: Elizabeth, Illinois

Job Type: Part-Time, Permanent

Hours: 20 hours per week with some occasional weekends and evenings required

Hourly Wage: \$15.00

Scope: This position will develop, manage, and coordinate entry level fundraising activities for JDCF.

Job Description: The Fundraising Assistant is responsible for administrative support to the Executive and Associate Directors. The assistant will help plan and participate in all fundraising activities; including donor relations, direct mailings, and special events. Primary duties include organizing major donor meetings and maintaining office files for corporate, foundation, and individual donors; producing and mailing annual letters of appeal; and updating the database containing records of donations, including tax deduction documentation. The assistant will help with charity events, including planning and registration. The assistant is also responsible for helping with quarterly meetings of the advancement committee. Other duties are often assigned as needed.

Although the work is performed mostly in offices, there is some physical labor involved in transporting boxes of materials to fundraising events. The ability to lift 25 pounds is necessary. Familiarity with Microsoft Office, Excel, and PowerPoint are required and knowledge of DonorPerfect and the Adobe Suite would be a plus. An ability to prioritize assignments is important, as are excellent communication skills, both written and verbal. Applicants must be able to write correspondence from scratch with little to no input from the director.

Perhaps the most important aspect of this position is interacting with donors and potential donors. Donors are the lifeblood of JDCF; the assistant must not only be diplomatic, accommodating, and outgoing, but must possess exceptional social skills.

This position is supervised by the Associate Director.

To Apply: Qualified applicants may apply by sending a cover letter and resume to info@jdcf.org or by US mail to Jo Daviess Conservation Foundation PO Box 216 Elizabeth, Illinois 61028, Attn. Christie Trifone-Simon.