



Position: Development Associate (Part-Time)

General Description: Save the Dunes Conservation Fund, Inc. is a non-profit conservation organization located in Michigan City, Indiana and serving Northwest Indiana. At 67-years old, we have the reputation of being the defenders and protectors of the Indiana dunes and Lake Michigan. Our team is seeking a part-time Development Associate to serve as the organization's point person for fundraising. The Development Associate works closely with the Executive Director as well as the Fundraising Committee to develop and execute a variety of fundraising strategies in order to grow Save the Dunes' financial resources. This role involves organizing both large and small-scale fundraising initiatives, managing our donor management system, building relationships with donors, staff and volunteers, grant-writing, and more. Our ideal candidate will have a bachelor's degree and a minimum of two years of fund development experience in the nonprofit field. He or she should also be familiar with donor databases and other fundraising technology to use in their daily job duties. Overall, the ability to multi-task and connect with people are valuable qualities in which the Development Associate must possess.

Save the Dunes provides a vibrant environment for continuous learning in a challenging and rewarding atmosphere in which both personal and organizational successes are valued and celebrated. This position is considered Part-Time with an estimated 25 hours per week, not to exceed 30 hours a week.

Primary Duties

- Planning and evaluating fundraising campaigns and activities;
- Working closely with the Executive Director and Fundraising Committee to implement fundraising activities;
- Managing the organization's fundraising budget and fundraising income programs;
- Identifying and stewarding prospective donors;
- Staying on top of fundraising trends and the nonprofit community;
- Communicating with donors and staff via email, phone or social media;
- Developing, in conjunction with staff, a monthly eNews;
- Identifying and writing grants as assigned;
- Answering donor and staff inquiries in a timely fashion;
- Using prospect research tools and your donor database to build donor relationships;
- Creating solicitation materials for the fundraising committee;
- Maintaining an updated roster of all Save the Dunes members and record of giving using database software;
- Attending meetings and work functions to further develop relationships;
- Preparing reports at the request of the Executive Director and Board of Directors;
- And taking on other responsibilities as assigned by the Executive Director.

Skills and Requirements

- Education/Experience: Possess bachelor's degree and minimum of two years of fund development experience in the nonprofit field;
- Possess a valid Driver's license;
- Proficient in Microsoft Office suite;
- Superb written, verbal and interpersonal skills;
- Time management and flexibility with job duties;
- Creative, self-starter attitude;
- Donor and volunteer service mentality;
- Organized and inspiring team leader;
- Experience in platforms such as Facebook and Eventbrite are strongly preferred;
- Database Management experience is strongly preferred.

Compensation

- Hourly rate of \$24.00 - \$28.00 dependent upon qualifications. Approximately 25 hours a week not to exceed 30 hours a week. Some nights and weekends will be expected.
- This position is eligible for performance based compensation if available.
- No additional benefits are included with this position at this time. However, after two years with the organization, you may qualify for our simple IRA benefit.

Equal Employment Opportunity

- In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Save the Dunes will be based on merit, qualifications, and abilities. Save the Dunes does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law.
- Save the Dunes participates in the E-Verify Program, an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States.

To apply, please email a letter of interest as well as your resume to:

Amber Seiler, Office Manager

amber@savedunes.org

Please put "Development Associate Application" in the subject line.

Applications must be received absolutely no later than 11:59 PM CT on May 14, 2019.

Please, no phone calls or other inquiries.