Job Description: Fundraising Assistant (Quarter-Time Position)
Position Title: Fundraising Assistant

Reports To: Executive Director
Location: Tower Hill Camp and Retreat Center, Sawyer, Michigan

Compensation
Quarter-time position (approximately 10 hours per week).
Compensation: $800-$1000/month depending on experience
Flexible schedule, remote work option with monthly meetings in person and/or via Zoom.

Position Summary
The Fundraising Assistant supports the Executive Director and Main Office personnel with Tower Hill Camp's fundraising and donor engagement efforts. This role helps plan and carry out fundraising initiatives, maintain donor records, coordinate communications, provide general clerical and light accounting support, manage fundraising-related web content and inquiries, and assist with special events that advance the organization's mission and financial goals.

Fundraising Support
§ Assist with planning and carrying out fundraising campaigns and activities under the direction of the Executive Director, in collaboration with the Board.
§ Help identify and research potential donors, sponsors, and grant opportunities.
§ Prepare donor correspondence, thank-you letters, and fundraising materials.
§ Support donor stewardship efforts by maintaining regular communication with contributors.

Donor Database Management
§ Maintain accurate donor records and gift tracking information in the current database system. Enter cash and check donations, track and respond to donor correspondence, assist with fundraising web content management, and manage online inquiries.
§ Enter donations and update contact information in the donor management system with accuracy.
§ Generate reports on fundraising activity as requested.

Event Coordination
§ Assist with organizing fundraising events, meetings, and donor appreciation activities.
§ Coordinate event logistics, registrations, and volunteer support.
§ Help prepare promotional and informational materials for events.
Communications and Marketing
§ Support fundraising efforts through social media, email campaigns, and newsletters.
§ Help create content that highlights organizational impact and funding needs.
§ Assist with developing marketing materials and presentations.

Tower Hill Camp and Retreat Center is an Outdoor Ministry Site of the Illinois Conference, United Church of Christ. As such, we believe that all people are created in the image of God and are to be treated as whole and worthy.

Our staff and volunteers will treat each person they encounter with respect.
We specifically affirm our LGBTQI+ and BIPOC (black, indigenous, people of color) siblings and welcome them as campers, guests and staff.

We specifically acknowledge the ways that we have inherited a society where people of color have been systematically disadvantaged, and we will work to become anti-racists.

To Apply: Please submit a resume and brief cover letter to tracyheilman@towerhillcamp.org