



Assistant Director of Development--Job Profile

Position Summary:

Eric's House, a 501(c)(3) non-profit organization, is in search of an Assistant Director of Development. The ADD will work with the EH Director of Development to research, plan, organize and implement fundraising activities including major gifts, grants, fundraising events, and corporate giving. This position is responsible for opening doors, creating funding opportunities, generating funds, stewarding, and recordkeeping. The ADD will also be responsible for their own revenue goals and activities.

The new ADD must have a background in fund development in the Phoenix metro area, have contacts and resources and want to help this new organization grow. They will possess the know-how to create funding resources for the organization and be a liaison within the non-profit community.

The ideal candidate will be available for 20-25 hours per week, have their own benefits and can work remotely and on-site as needed. If you want to cut back from full-time or are retired and still want to give back, we'd like to hear from you.

Job Responsibilities:

- Create a target list by identifying potential donors in varying opportunities
- Steward current donors and cultivate new donors
- Achieve and exceed weekly/monthly goals and communicate regularly with the DD
- Expand and maintain the funding database and tracking system
- Assist in planning, coordinating and the executing fundraising events
- Participate in gift recognition
- Create written materials and marketing elements to support fundraising efforts
- Research potential granting organizations, and assist in writing proposals
- Complete grant reporting requirements

Job Requirements:

- 2+ years' experience in nonprofit fund development and donor management, Phoenix market preferable
- Knowledge of Bloomerang CRM/donor management system
- Excellent written and verbal communication skills
- High level of personal integrity, time management skills, and respect for confidentiality
- 20 hours/week, to be scheduled
- Ability to attend EH meetings, functions and donor events as requested

Interested parties, send cover letter and resume to Judy Zimet: judy@erichouse.org