

















TITLE: Fundraising/Grants Coordinator

REPORTS TO: Executive Director

-  In coordination with the Executive Director, develop and implement annual fundraising plan for increased financial support for WCSC's programs and services;
-  Act as liaison between the Executive Director and different fundraising committees, to include attending meetings;
-  Maintain and build upon the organization's existing base of donors through expansion of current corporate donors, event sponsors, and individual outreach;
-  Retain existing volunteers and recruit new volunteers for various fundraising-related committees. Maintain a directory of these volunteers;
-  Represent WCSC with a variety of external audiences, including corporate/individual donors, government agencies, elected and non-elected officials and foundations;
-  Research potential grant sources, and assist administrative staff with the writing of new and renewal grant proposals;
-  Manage existing fundraising events and develop new special events. Lead event committees with the set-up, execution, and break-down of each event;
-  Manage the public relations and marketing for all fundraising events, in collaboration with the Communications Coordinator;
-  Create and maintain written procedures, timetables, committee members, and sponsors for each fundraising event;
-  Implement and oversee agency-wide fundraising software with specific emphasis on event and donation management;
-  Oversee all fundraising mailings, and coordinate volunteers to assist with the mailings;
-  Collaborate with the Communications Coordinator on the development of newsletters; create, schedule and disseminate fundraising emails, videos and other informational and promotional materials for stakeholders;
-  Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks;
-  Assumes other responsibilities as assigned.

Computer skills are essential: experience with Microsoft Word, Excel, and PowerPoint preferred. Knowledge of search engines and fundraising/CRM applications required; daily working aptitude with Network for Good donor management software preferred. Some local travel and the ability to work beyond traditional business hours are required.