



Business Development and Community Outreach Associate

POSITION OVERVIEW:

The Business Development Volunteer will be responsible for researching funding opportunities; and assisting in the proposal submission process.

Candidates will demonstrate experience managing multiple tasks while having a keen attention to detail and must be a self-starter with the ability to work independently and as part of a team. This person will be intimately involved with business development and supporting the CEO and must be available for face-to-face meetings. Leading smaller projects and smaller events are a part of this role. This person will be the right hand logistical coordinator for a high energy CEO and will need the ability to multi task, work as a team, and help a small start-up organization change the world.

RESPONSIBILITIES

- A critical responsibility is assist Business Development and CEO with initiating, cultivating and following up with prospective partners, collaborators, and funders.
- Team with fundraising campaigns and annual solicitations through coordinating e-mail campaigns, invitations to events and email communications.
- Managing strategic partnership and engagement appointments for Development Team and CEO.
- Assist with donor correspondence by making follow up calls to donors and sponsors.
- Previous sales support and project management experience with demonstrated past success. • Outgoing personality with strong comfort level of community interaction and individual engagement is key. Strong organizational and phone skills required.
- Experience with Salesforce.com donor management software is a plus. Routine use with Microsoft Office, Excel, Power Point, Word.
- Research prospective funders including: individual donors, grants, foundations, corporations, and government
- Develop and maintain accurate donor and prospect databases
- Develop and maintain standard development department management systems and procedures
- Create reports to analyze giving trends and fundraising activities
- Assist with donor communications, gifts processing data entry, and thank you letters.
- Help cultivate relationships with funders

QUALIFICATIONS

- Excellent writing, research, and communication skills
- Excellent time management skills
- Superior attention to detail and follow-through
- Experience in collaborate, creative work environments
- Proficiency and knowledge of PC, including strong experience with MS Word and Excel
- Experience in databases, social media platforms, email communication tools and office organization desired.



HOW TO APPLY:

Email a cover letter outlining why you would be a good fit for Shule Foundation, your resume, one writing sample and links to your social media accounts to info@shulefoundation.org. Please put "Business Development" in the subject line.

This is unpaid part-time internship position with an expectation of 10-15 hours per week, for six to nine months. This internship is not financially compensated but you will receive the benefits of a staff member having deliverables, performance reviews and training that will strengthen your resume significantly.