

## **CobbWorks Job Description**

**Job Title:** Fundraising Specialist

**Reports To:** President/CEO

**FLSA Status:** Part-time (20-25 hrs) weekly based on needs.

**Pay Range:** \$35,000 per year

### **Summary**

Working closely with Executive Director and Cobb Literacy Council to **coordinate and implement fund development plan** to include a special emphasis on **growing major donors and cultivating new support**. Manages development operations to drive and increase contributed revenue from all streams. **Securing face to-face solicitation meetings, coordinating and executing gatherings and events with major donors** will be the primary responsibilities of this position.

### **Essential Duties and Responsibilities**

#### **1. Identifies and develops fundraising opportunities and other resources to support service delivery and achieve organizational goals.**

- Work with the Executive Director and members of the board to determine quarterly priorities and action plans for cultivating donors and pursuing new streams of funding.
- Lead coordination, execution, and planning of annual signature fundraising event, "Are You Smarter."
- Help to identify prospective individual and corporate funders and secure face-to-face solicitation meetings for Executive Director and key board members.
- Research and identify prospective new donors and proactively initiate sponsorship and funding.
- Work with Director and Literacy Committee to develop and implement an ongoing communications plan for prospects and donors.
- Work collaboratively with the Executive Director, board, and Literacy Committee to plan and execute annual giving programs.
- Assists in management and development of fundraising goals and works to achieve and surpass these goals.
- Facilitate the tracking and evaluation of results against stated objectives to assure that goals are met or exceeded each year.
- Ensure that gifts and grants are securely and promptly received and send acknowledgement receipts and thank you letters in a timely manner with maximum efficiency.
- In collaboration with the Executive Director, identify new corporate/foundation support aligned with Cobb Works mission and assist in writing grant proposals and cultivating opportunities.
- Assists in identifying and securing new financial resources.
- Adhere to the Code of Professional Fundraising Ethics, APRA Code of Ethics and A Donor's Bill of Rights.

#### **2. Develops strategic collaborative relationships.**

- Identifies and cultivates strategic collaborative alliances while professionally representing the organization at meetings and other forums.
- Develop and maintain strong relationships with donors, prospective donors, board members, volunteers, all representatives and supporters of CobbWorks, and local community members, organizations, and businesses.

### 3. Performs miscellaneous job-related duties as assigned.

#### **Education/Experience**

Bachelor's degree from an accredited four-year college or university or equivalent combination of education and experience required. • Minimum of three years nonprofit or workforce required. Minimum of two years demonstrated project management experience • 4+ years of experience in one or more of the following: nonprofit fundraising, marketing, event planning and/or public relations. • Experience in the nonprofit sector, proven fundraising experience, and knowledge of the Atlanta philanthropic and business communities. • Experience with Internet-based giving strategies.

#### **Language Ability**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. **Ability to produce well-written reports, business correspondence, grant requests, and policy and procedure manuals using consistently correct grammar and accurate use of the English language.** Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Math Ability**

Ability to calculate figures and amounts such as income, discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **Computer Skills**

To perform this job successfully, an individual should have a working knowledge of word processing software; spreadsheet software; email, contact management software, and internet software. Must have aptitude and ability to learn proprietary customer tracking software.

#### **Certificates and Licenses**

No certifications needed.

#### **Work Environment**

The noise level in the work environment is usually moderate.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee must regularly use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**