

The Job Foundation helps break the cycle of poverty by providing financial literacy skills and mentoring to K-12 students in Waterloo. ***The organization celebrates its 20th anniversary at a September event where we'll announce our new name and logo, so it's an exciting time to join our small, committed team.***

You're the right person to serve as development director if you:

- Have a passion for life-changing nonprofit work.
- Love to share student success stories.
- Can't wait to make the next visit or phone call to a potential donor.
- Enjoy event planning and working with volunteers.
- Take initiative and think creatively.
- Stay organized, manage time well, and keep accurate records.

Here's what you'll do in the role:

- Develop and implement a fundraising plan focused on donor retention and growing the donor base.
- Build relationships to enhance engagement and increase giving.
- Lead fundraising events so they're engaging, well-organized and successful.
- Manage daily development operations including donor records, thank you calls or notes, and reporting.
- Work with the executive director on public relations efforts to increase the organization's visibility in the greater community.
- Assist in creating content for gift appeals, email marketing, newsletters, website and social media.

This position is 24-28 hours a week, preferably over four weekdays but flexible. An occasional weeknight, early morning or weekend may be required for program events. Hourly wage range is \$22-\$26 depending on experience.

Qualifications:

- Prior success in fundraising or other relationship-building roles such as sales, customer service or volunteer leadership.
- Prior experience with donor relations software (such as DonorPerfect), social media management, website content management and Canva are beneficial.
- Excellent writing and public speaking skills.
- Ability to work with and lead a team of volunteers for successful fundraising events.
- Driver's license, vehicle and current personal auto insurance.
- Must pass a comprehensive background check.

Apply by sending resume and letter of interest to Linda Bowman, executive director:

linda@thejobfoundation.org.