

The Project Associate is responsible for assisting Project Managers in the strategy, planning and execution of high-level fundraising events and will work on key aspects of the fundraising and event management plans on all assigned projects, including but not limited to:

With support from the management team

- Be a part of creating the overall strategic plan; contributing specific fundraising ideas
- Create and maintain the project timeline, budget and revenues
- Draft core project-specific materials
- Manage outreach lists in Excel and updating and editing as needed
- Invitation Mailings and RSVP's
- General office responsibilities
- Project, honoree, and fundraising specific research
- Prepare all mail merges and executing all details for mailings
- Follow-up fundraising calls with detailed notes in excel
- Handle donations and tracking all gifts in the revenue report
- Client communication including agenda preparation and recap notes

Qualifications

- Bachelor's Degree required
- A car is strongly recommended for this position
- Not-for-profit, fundraising or events experience a plus
- Ability to multi-task and prioritize responsibilities, work under pressure in fast-paced environment, and interact with wide range of people
- Able to take direction and work independently while also being able to contribute to group discussions
- Highly organized with great attention to detail
- Excellent interpersonal, communication and problem-solving skills
- Proficient in all Microsoft Office and social media applications
- Able to work evenings and weekends/holidays as project requires during peak event times. All staff are required to work all events plus up to several nights before. All staff are expected to make this job their priority and understand that during event season (September-November and February-June) requests for time off, vacation days etc., are granted only as project schedules can allow).

Please submit resume and cover letter to projectassociateJFM@gmail.com