

The Cambridge Women's Center

JOB OPENING: Part-Time Fundraiser (20 hours/week)

The part-time Fundraiser will be responsible for cultivating broad community support for the Women's Center through multiple channels including direct mail appeals, grant writing, social media vehicles, and periodic events.

The Women's Center, located in a lovely old Victorian house near Central Square, Cambridge, is a multicultural community resource created by and for women to provide mutual support and healing opportunities, and to foster empowerment and social justice. Founded in 1971, the Center has been and will continue to be supported through contributions from individuals, and foundation and corporate grants. This newly created position will play a key role in continuing the mission of the Women's Center.

PRIMARY RESPONSIBILITIES:

- Organize and keep track of all information and materials related to foundations, corporations, individual donors, and other supporters
- Gather and organize information regarding application requirements and deadlines of potential funders
- Complete and send out requests for funding and grant applications
- Maintain records of all received and denied funding
- Uncover, research, and cultivate new potential funding sources
- Create thank you cards and oversee volunteers who take responsibility for thanking smaller donors
- Write thank you and tax acknowledgement letters to larger donors, foundations, and co
- Write appeal letters to be sent out with newsletters (twice per year)
- Prepare quarterly fundraising/financial reports for the Board
- May be asked to attend Board meetings occasionally to provide fundraising updates.

THE IDEAL CANDIDATE WILL HAVE:

- Prior experience raising funds from individuals and through grant applications to corporations and foundations (strongly preferred)
- Excellent organizational, writing, and time management skills and the ability to multi-task
- Strong computer skills
- Experience with social networking applications such as Facebook & Twitter
- Strong interpersonal and communication (conversational/writing) skills
- Must be detail oriented, conscientious, and efficient
- Ability to work well under pressure
- Ability to work well with others while also being able to work independently. Job will require working with volunteers, co-worker(s), and the Board of Trustees.
- An interest in the history, mission, and work of the Women's Center
- Undergraduate Degree
- Previous experience working with a community based not-for-profit preferred

APPLICATION PROCESS

Please send a letter of interest and resume to;

Board of Trustees

The Women's Center

46 Pleasant Street, Cambridge MA 02139-3838

or email your letter of interest and resume to:

board@cambridgewomenscenter.org

Deadline for applications: Wednesday, December 30, 2011

Position to begin ASAP (no later than January 30, 2012)