

Now hiring: Fundraising Lead

Essentials First seeks a Fundraising Lead with the skills and experience to cultivate the financial resources to sustain our organization's programs and operations. The ideal candidate will have ample experience with both grants and individual donor relationship management, as well as building multi-dimensional community and organizational partnerships.

Salary and Benefits

- Part-time, non-exempt position up to 20 hours per week at \$30 per hour
- Benefits include: paid holidays, flexible hours, remote/in-person hybrid work environment, professional development stipend

TO APPLY: please send a resume, cover letter, and contact information for 3 references to irene@essentialsfirst.org. **Priority deadline to apply: October 27, 2023**

About the Position: The Fundraising Lead will facilitate the funding of Essentials First's programs and administration. Includes primary responsibility for the following:

- **Grants:** Seek grant and sponsorship opportunities* for new and existing programs; write proposals; makes final reports. Implement and sustain systems for grant tracking and reporting. *Will include City, County, State, Federal, foundation, and inter-organizational grants.
- **Donor management:** Cultivate and maintain individual donor relationships; manage corporate and organizational sponsorships; collaborate in community coalitions
- **Organizational leadership:** Facilitate internal discernment and collaboration around fundraising campaigns; Co-Facilitation of Fundraising Committee

Qualifications

- 2+ years of fundraising leadership experience
- 5+ years of grant writing and/or management experience
- Ability to work collaboratively in a team with leadership from other areas of the organization while maintaining independent workflow

Preferred Skills & Experience: Demonstrated ability to meet deadlines; Excellent technology and data management skills; Ability to implement and sustain systems; Fundraising strategy and organizational budgeting experience

As an Equal Opportunity Employer, Essentials First considers applicants for all positions regardless of race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.