



Lakeside Legacy Foundation Fund Development Associate Position

TITLE: FUND DEVELOPMENT ASSOCIATE

REPORTS TO: EXECUTIVE DIRECTOR

FLSA CLASSIFICATION: Part Time Hourly

HOURS PER WEEK: 30 hours

GENERAL FUNCTION:

The Fund Development Associate is responsible for executing and managing result-oriented fundraising initiatives as well as the related day-to-day activities with fundraising and strategic relationship building. They will be supporting the Executive Directors fundraising initiatives. In addition they will also be responsible for expanding and diversifying the organization's funder base.

EXPERIENCE & Education:

Minimum three (3) years of demonstrated experience and successful results in fundraising and development for a non-profit organization. Bachelor's degree in liberal art, business or related field preferred.

The successful candidate will initially focus on the key responsibilities listed below.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Collaborate w/ Executive Director on Annual Appeals (i.e. brainstorm theme, craft letters, form mailing list etc.)
- Grow Patron of the Arts annual giving program and other developed annual giving initiatives
- Oversee fundraising efforts for signature events and programs and manage budgets
- Ensure best practices and stewardship towards sponsors, participants and volunteers
- Assist in the development of a year-round strategic campaign
- Coordinate and Manage meetings with donors and Executive Director
- Maintain donor database (Salesforce).
- Strategically cultivate and grow new small business funding
- Research and write grants
- Serve as Lakeside liaison on the Development Committee and other task forces
- Subject matter expertise in Microsoft Office including: Word, Excel, Outlook, and PowerPoint programs
- Other duties as assigned by the Executive Director

SKILLS

Ability to communicate across all levels of staff, patrons, perspective patrons, to board of directors

Self- Starter	Excellent written and verbal communication
Confident and assertive	Focused and self-motivated
Networking	Attentive and thorough
Persuasive	Multitasked
People & project management	Generate innovative ideas
Meet deadlines & flexible	Works well in team environment

Applicants should email resume, cover letter, and completed Lakeside Arts Park application to: lakesidelegacyartspark@gmail.com. The Lakeside Arts Park application can be located at: www.Lakesideartspark.org under the “About” header tab.