

Good News Outreach

Position: Donor Relations Assistant – this position is well suited to entry-level candidates or career-changers who would like to experience work in the non-profit sector. There is some potential for long-term advancement.

Overview

Good News Outreach GNO is seeking candidates for the position of **Donor Relations Assistant** (part time). News Outreach www.goodnewsoutreach.org is a faith-based non-sectarian non-profit agency with a wide range of programs for families, senior citizens, and persons in reentry.

Nature of Work

Works closely with the Executive Director to execute the Good News Outreach Fund-Development Plan.

Description of Duties.

- Interact with donors and prospects via phone, computer and face-to-face.
- Provide support when acknowledging appropriate financial and in-kind donations by correspondence.
- Support fundraising staff to generate development reports from database (sponsors, major donors, individuals, lapsed donor, etc.).
- Provide general clerical support, such as word processing, proof-reading, faxing, copying, filing, broadcast e-mailing, and tracking of programs and schedules.
- Schedule meetings with donors.
- Assist with grant applications.

Desired Qualifications

- Ability to learn Customer Relations Management program – D perfect
- Very strong people skills
- Prior experience in sales or fundraising – paid or volunteer
- Microsoft Excel beyond basic level.
- Social media expertise
- Strong Writing skills
- The ability to understand and implement rules of confidentiality
- Self-starter
- Organized
- Strong desire to make a difference in our community

Compensation and Benefits

Salary: \$12 - \$15 per hour 20 hours weekly.

To apply or for more information

Submit resume' and cover letter to dioperations@goodnewsoutreach.org. For more information contact Donald Parks, donalddp@goodnewsoutreach.org