

# MERCY HOUSE

## **Fundraising Specialist** **Reports to: Development Manager** **Status: Full-Time**

Introduction: The Development Specialist is responsible for assisting the Development Team by supporting the fundraising efforts through volunteers. Additionally, this role will be responsible for the community engagement data, so that the marketing and fundraising team can properly identify, cultivate, and secure donations from the community. The emphasis of this position is in Community Resources including in kind donations, volunteers, as well as fundraising events.

Mandatory skills: Reliability, responsibility, effective with oral and written communication, ability to meet deadlines, ability to work co-operatively as part of a team, ability to work independently, ability to multi-task, and use sound judgment. Must be detail oriented, with accurate data entry skills; intermediate computer literacy of word and spreadsheet software.

### **I. Fundraising**

- Assist the coordination of the Spring Gala “Living with Heart”
- Assist the coordination of annual Golf Tournament
- Assist the coordination of annual Regional Events
- Supervise the acquisition of auction items for all Mercy House events
- Assist the Development Team with the planning and implementation of activities targeted to meet budgeted revenue goals
- Work alongside the business development, marketing and product teams to track key metrics for scalable growth
- Assist the coordination of auxiliary group committee meetings and events

### **II. Stewardship**

- Oversee the thanking of monthly donor program to increase giving and improve donor retention, with a key focus on growing a regular (sustainer) giving donor base
- Coordinate creation and implementation of unique and inspiring ways to surprise, delight, and express gratitude to our monthly supporters and donors

### **V. Miscellaneous**

- Participate in networking functions
- Attend staff meetings and training workshops as needed
- Enhance job performance by applying up-to-date professional and technical knowledge gained by attending seminars and conferences and reviewing professional publications.
- Perform ad hoc projects as appointed by Supervisor

Full-time Position (40 hrs. week)

\$21.00 an hr. plus benefits

Hybrid (WFH 2 days a week)

Reports to Development Manager

[Send resume to Lilyd@mercyhouse.net](mailto:Lilyd@mercyhouse.net)

Mercy House must reserve the right to modify, supplement, rescind, or revise all job descriptions to meet the overall needs of Mercy House except as to any language that establishes that the employment relationship is at the will of either the staff member or Mercy House.

Direct any questions you have regarding this job description to the Associate Director.