

ISO: Fundraising Manager

Compensation: Salary - \$30,000/year

Type: Full time - In person

Benefits: Health Insurance, Paid Holidays, Two Weeks of Paid Vacation

Overview:

Clock, Inc is looking for a strategic and visionary fundraising leader to join our team! The Fundraising Manager will be responsible for overseeing, planning, budgeting, and managing all of the private fundraising functions of the agency including direct marketing, major donors, foundation grants, special events, corporate sponsorship, planned giving, and will have direct responsibility for managing planned capital campaign fundraising.

Essential Duties and Responsibilities:

- Develop and implement fundraising plans for the organization in conjunction with the Executive Director, Board of Directors, and development team.
- Raise awareness of the organization and its primary goals through outreach efforts, regular events in the community.
- Plan and oversee fundraising events to make sure all donor needs are met and fundraising goals are achieved.
- Cultivate and maintain corporate sponsorships and relationships with major donors by responding to their inquiries, keeping them apprised of recent events with the organization and showing them the progress their donations have made possible.
- Discover new and potentially lucrative revenue streams for expansion of the organization's fundraising efforts.

Required skills and abilities

- Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to long-term sustainability of the organization.
- Must have strong interpersonal skills and ability to work with a wide variety of potential donors and supporters.
- Have exceptional verbal and written communication skills.
- Must exercise exceptional time management skills and be able to meet fundraising deadlines.
- Public speaking skills are required for speeches at fundraising events, presentations to donors, and meetings with members of the board.
- Must be able to inspire trust and camaraderie in colleagues, and potential donors alike.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Education and Experience:

- High School Diploma
- Bachelor's degree preferred but not required
- Must have a minimum of 2 years experience in fundraising
- Must have demonstrated history in leadership, public relations, group facilitation, and event planning.

Work Environment:

- Time will be divided between office and meetings with potential donors.
- Must be available to work some weekends and nights for events.

TO APPLY:

Email a cover letter and resume as attachments to info@clockinc.org with the position title in the subject line; or submit a cover letter indicating the position you are applying for and resume to 4102 46th Ave, Rock Island, Illinois 61201.