

# **PROJECT COORDINATOR / DEPARTMENT OF DEVELOPMENT**

## **(FULL TIME)**

Right to Life of Michigan is looking for a prolife individual in the Department of Development to execute all aspects of direct mail and provide support to Director and fundraising Partners.

### **Responsibilities:**

- Support Director and Partners by providing reports/status of development funding
- Coordinate in-house monthly development mailings from start to completion (including mail merge process)
- Database management
- Assist Director with research, scheduling and other administrative duties
- Create and maintain annual fundraising program calendar

### **Qualifications:**

- College graduate preferred or commensurate experience
- Excellent written and verbal communication skills
- Self-Starter
- Demonstrated organizational and project management skills
- Outstanding attention to detail
- Excellent interpersonal skills
- Proficient in Microsoft Office Suite (emphasis on Excel/Word)
- Flexibility to shift priorities as required

### **PLEASE NOTE:**

Candidates must send cover letter with resume (PDF documents) to be eligible for hire. Please send to Office Manager at [careers@rtl.org](mailto:careers@rtl.org) or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519 – 0901.

Deadline to apply is Monday, October 23, 2017

