

DEVELOPMENT COORDINATOR - SOUTH EAST MICHIGAN

(FULL-TIME)

HOME/REMOTE OFFICE

Right to Life of Michigan (RLM) is seeking a prolife individual to serve as Development Coordinator in South East Michigan.

Responsibilities:

- Assist in promoting fund-raising programs and materials for Right to Life of Michigan.
- Maintain a major gift program of:
 - » Personal calls/visits
 - » Presentations
 - » Correspondence
 - » Thank-you calls/notes
- Assist RLM regional directors and field staff to further the financial and organizational goals of Right to Life of Michigan.
- Conduct Development training programs as needed.
- Provide affiliates with Development support for special events.
- Employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Qualifications:

- Ability to travel (primary focus - SE Michigan, other areas as needed) and willingness to work both day and evening hours and limited weekends. A vehicle and driver's license are necessities.
- Ability to plan and organize work in a time-efficient manner, ability to be a self-starter who tends to details, fund-raising tactics and strategies, oral and written communication skills.
- Personality traits which are essential for this position include: the ability to quickly establish a rapport with people, honesty, sincerity, patience, a positive attitude, and a sense of humor.
- Bachelor's degree preferred.

PLEASE NOTE:

This is a full-time position with benefits package. Candidates must send cover letter with resume (PDF documents) to be eligible for consideration. Please send to Office Manager at careers@rtl.org or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519 – 0901.