

DEVELOPMENT COORDINATOR - FUNDRAISING

(FULL-TIME)

Right to Life of Michigan (RLM) is seeking a prolife individual who will contribute to the success of our mission and serve as Development Coordinator.

Responsibilities:

1. Assist in promoting fund-raising programs and materials for Right to Life of Michigan.
2. Maintain a major gift program of:
 - a. Personal calls/visits
 - b. Presentations
 - c. Correspondence
 - d. Thank-you calls/notes
3. Further the financial and organizational goals of Right to Life of Michigan.
4. Cultivate and solicit individual, corporate, community and foundation donor relationships.
5. Provide affiliates with Development support for special events.
6. Conduct Development training programs as needed.
7. Perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Qualifications:

1. Ability to travel and willingness to work both day and evening hours and limited weekends. Must have a valid driver's license and transportation.
2. Ability to plan and organize work in a time-efficient manner, self-starter who tends to details, fund-raising tactics and strategies, excellent oral and written communication skills.
3. Essential 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.
4. Bachelor's degree preferred.
5. Experience in fundraising and/or sales.

PLEASE NOTE:

This is a full-time position with medical, dental, vision, 401-K. Candidates must send cover letter with resume (PDF documents) to be eligible for hire. 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.