

Organization: Women's Fund at the Community Foundation of Southeastern, MA
Location: New Bedford, MA
Salary Range: Negotiable depending on experience
Mission: to support programs that promote the educational attainment and economic independence of women and girls in SE Massachusetts

Position Description:

The Women's Fund of Southeastern, MA, (WF) seeks a part-time (24 hours weekly) Development Officer to provide strong leadership, oversight and direction for the organization's fundraising efforts. Competency in planning and executing a comprehensive, development program encompassing a broad range of fundraising strategies including: prospect identification, cultivation and stewardship, direct mail, planned giving, major gifts, donor cultivation, special events, foundation/corporate giving, online fundraising and grant writing.

The successful candidate demonstrates competency in developing and managing internal systems to support development operations, including strategic planning, budget management, policy development, and database systems.

The Development Officer will work closely with the Executive Director, Development and Executive Committee and volunteers to develop fundraising sources to support current operations and endowment.

Qualifications: A Bachelor's degree in a related field of study and 3-5 years of related experience in fundraising including the execution of written plans with specific metrics. A results-driven approach and a driving belief in the importance of the mission of the WF are essential. A commitment to the development of the WF as an organization adhering to the highest standards and policies, to insure that it will become a permanent resource for women and girls in Southeastern Massachusetts, is a must.

Excellent interpersonal abilities including top-notch English language verbal and written skills along with strong computer skills. Ability to work collaboratively with a diverse donor base and community groups. Ability to work flexible, part-time hours in a small team environment is essential.

How to Apply: Please email resume to kfentress@cfsema.org