

Development Director with advancement to Executive Director

Wings Over America Scholarship Foundation is a small non-profit that provides college scholarships to Navy dependents www.wingsoveramerica.us

Job Overview

The Development Director is primarily responsible for supporting the Executive Director in carrying out fundraising activities and managing the foundation's special events throughout the year.

This position requires excellent communication skills, strong organizational skills and the ability to prioritize and multi-task. Knowledge of basic principles of fundraising and special event planning is essential to success in this position. After a year of employment, advancement to Executive Director is a possibility.

Job Title:

Development Director

This position reports to: Executive Director

Employment Classification: Non- Exempt

Work Hours: Part-Time, 20 hours per week

Duties & Responsibilities

- Assist in planning, coordinating and managing the foundation's special events
- Build relationship with event sponsors
- Coordinate publicity for special events
- Assist with newsletter publication
- Edit website
- Create content for donor mailings
- Other duties as assigned
- As a small non-profit, employees must assist in other areas as needed
- Ability to lift 50 pounds

Qualifications

- Associate's degree, Bachelor's degree preferred
- Two years of non-profit experience
- Computer literate and technologically proficient in MS Office
- Knowledge of Quickbooks
- Working knowledge of Bloomerang or other donor management software.
- Highly organized and motivated
- Experience in event planning and fundraising
- Navy dependent/associated (not mandatory but preferred)

Salary negotiable and dependent on experience and skill level.

Please email resume and cover sheet to info@wingsoveramerica.us, by July 6, 2018