



FUNDRAISING CONSULTANT

ROLE DESCRIPTION

The Fundraising Consultant is a contract position with the Friends of the Commission on the Status of Women. The Fundraising Consultant provides administrative support, conducts outreach and solicitations for our annual fundraising gala, the CEDAW Women's Human Rights Awards.

The Fundraising Consultant will report to the Executive Director and will work closely with board of directors, host committee members, and the Commission/Department on the Status of Women to reach our fundraising goals.

JOB DUTIES

Administrative

- Report weekly to the Executive Director on new pledges for the events planned, progress towards fundraising goals, and any other related items.
- Attend event planning meetings as reasonably requested.
- Assist with preparing materials for conference calls and meetings, i.e., researching and presenting potential donor candidates for cultivation.
- Assist with donation tracking, donation invoicing and donation acknowledgement on behalf of Friends COSW including collecting relevant information and/or forwarding documents required by the donor for invoicing.
- Review and update talking points with Executive Director and/or the Board of Directors.
- Prepare call sheets identifying donors to contact.
- Assist in identifying priority calls.
- Send out Solicitation Packets and assist with sending solicitation letters.
- Track sponsorships and donations.
- Send an update of deliverables to Executive Director on Fridays by 5 pm.
- Deliver an after-action report of the Event with recommendations within 1 week after the event regarding changes in future fundraising strategies.

Outreach

- Reach out to current institutional and individual donors and prospective donors to ensure a strong connection between the donor and the Friends COSW and the Board of Directors.
- Connect appropriate donors and funders to Friends COSW and/or Board of Directors. Provide phone/email support and other logistical, research, or outreach tasks, as needed.
- Follow up with donors who have pledged or made donations.
- Coordinate with Executive Director and/or the Board of Directors to set up, schedule and make high-profile calls.



Outreach (continued)

- Provide guidance on sponsorship cultivation. Recommend new donor targets, and make associated contact with new donor targets .
- Enhance reach to new donor community through Consultant contacts.
- Assist with expanding Friends membership and contacts databases.
- Provide assistance with marketing and social media communications of Friends projects.
- Staff Friends events, as scheduled, in particular the CEDAW Host Committee Reception on August 22, 2018 and the CEDAW Awards Luncheon on September 20, 2018.
- Assist with table seating on event day.

Solicitations

- Research existing donor giving behavior .
- Research prospective donors and provide information about new donors and sponsors.
- Secure donation funds with a target goal of \$145K gross revenue.
- Assist with managing donor registration lists, pledges and follow up actions to secure donations based on such pledges.
- Make calls to donors where there are no appropriate relationships with the Friends COSW and/or Board of Directors and that target donor.

QUALIFICATIONS

- Proven fundraising experience in a nonprofit environment.
- Innovation and ability to propose and implement fundraising campaigns.
- Practiced in excellent customer care and service.
- Ability to communicate clearly.
- Experience with data entry, record keeping, computer operation, spreadsheets and proprietary software.
- Proficiency in MS Office.
- High degree of accuracy and attention to detail.
- A commitment to diversity and women's empowerment

COMPENSATION AND COMMITMENT

- \$1,100/month June 20 to September 20, 2018

APPLICATION

Interested individuals may submit resume along with references to Executive Director Verna Liza Caba at vernaliza@friendscosw.org. The position is open until filled.