

Title: Fund Development Coordinator

Position: To increase the fundraising capacity of The Well CDC by providing assistance in the execution of the fundraising strategy.

Compensation: \$15/hour

Responsible to: Fund Development Director

Mission Statement: We exist to give worth, value, and dignity back to the communities of Akron. We fight to create thriving communities and flourishing individuals.

Main Objective: To use your gifts and talents to prepare grants, execute digital marketing, and assist with other fundraising tasks to increase the financial health and viability of The Well CDC. This position is for an unspecified duration and constitutes "at will" employment.

Job Description | 20 hours per week

I. Grant Writing

- a. Write compelling grant narratives that get funded and draw grant makers into the mission of The Well CDC.
- b. Maintain a database of current grant making organizations and foundations that keep Fund Development Director on track with grant writing and due dates.
- c. Ensure grant-reports are turned in on time.
- d. Use analytical skills to support research-based grant writing.
- e. Seek out new grant prospects and stay up to date on deadlines and opportunities.
- f. Strong written communication and storytelling skills, attention to detail, timeliness, and organization are imperative for this role.

II. Digital Marketing (2 hours per week)

- a. Write weekly social media posts for Facebook, Instagram, Twitter, and LinkedIn for The Well CDC accounts.
- b. Support the co-promotion of social media posts amongst program and organizational social media accounts.
- c. Ensure that website stays up to date with latest information.
- d. Send out monthly newsletter email blasts to donors and stakeholders.
- e. Create graphics and fliers.
- f. Ensure that all online content adheres to The Well CDC's branding and social media guidelines.

III. Assist Fund Development Director

- a. Includes donor management, volunteer tracking, event planning, and other duties assigned.

IV. Expectations:

- a. Hours: 20 hours per week
- b. Meet with your supervisor on a bi-weekly rhythm.



- c. Common Business Courtesy
 - i. Return phone calls and emails within 24 hours
 - ii. Be on time to meetings, events and programs
- d. Maintain a neat and organized workspace, sharing office space
- e. Adhere to related staff policy and procedures.
- f. Assist with other The Well CDC staff or tenants when needed or asked.

Please send resume, cover letter, and three references to kelly@thewellakron.com by Friday, August 14, 2020 at 5 pm.