



Job Title: Development and Outreach Fundraising Coordinator

Terms of Employment: Twelve months, **Part-Time** (40-60 hours/Monthly)

Salary: \$20.00 - \$30.00/Hourly

Location: West-MEC Glendale, AZ 85305

Part Time Fundraising and Development Coordinator

The West-MEC Alliance (WMA) is composed of volunteers passionate about supporting career and technical education in the Phoenix Metro Area and around Arizona. WMA is committed to raising funds to enrich student outcomes that attend the Western Maricopa Education Center. WMA supports industry certification attainment as a means for achieving State and Regional workforce and economic development goals and initiatives.

Job Description:

WMA Fundraising and Development Coordinator (FDC) is responsible for managing fundraising operations and associated tasks. As the FDC, you are the point person for planning and executing campaigns and events, cultivating donor relationships, submitting grants, and coordinating volunteers and interns. We are seeking an exceptionally organized Coordinator to be an integral member of our small and dedicated team. You will work closely with the WMA Board of Directors, volunteer fundraising sub committees, consultant team members and other volunteers from the District to fulfill your role.

This is a part-time position that reports to the WMA Board of Directors, and specifically to the Chair(s) and/or the Treasure-Secretary. This position represents a 1-year appointment, renewable based on performance.

Responsibilities:

- In partnership with the WMA Board, develop and implement an annual Development Plan to meet the organizational goals.
- Coordinate monthly Development Committee meetings.
- Coordinate Development Committee tasks and ensure deadlines are met.
- Manage donor database and conduct research on potential contributors.
- Coordinate identification and relationship building with key donors and groups.
- Facilitate donor meetings, prepare materials, and ensure timely follow-up.
- Work with the Development Committee on new initiatives that include e.g. the design and launch of a planned Giving Program.
- Organize and execute fundraising campaigns, setting communication and fundraising goals.
- Research grant prospects as they align to the WMA's mission and strategic priorities.
- Coordinate and prepare grant applications and reports in a timely fashion.
- Contribute to the creation and implementation of evaluation metrics for programs.
- Maintain donor records and database.
- Process all acknowledgement letters.
- Ensure seamless financial controls for donations and grant contracts.
- Inform annual budgeting and goal setting.

- Work with the sub committees to plan events, including the annual WMA fundraising Dinner in “November.”
- Identify networking opportunities and represent WMA at events.
- Manage a growing corporate sponsor base.
- Work West-MEC staff to integrate fundraising needs into annual communications plan.
- Work with the West-MEC Communications Department and vendors to develop marketing materials.

Background and Skills:

- Three or more years in non-profit development.
- Detail-oriented with excellent writing skills.
- Positive and proactive communication with a sensitivity to the discretion required for donor relations.
- Cultural competency and experience working in teams to achieve a common goal.
- Ability to work independently, manage multiple priorities, and take action with limited resources.
- Strong leadership skills to manage volunteers and successfully run events.
- Strong interpersonal skills and comfortable with occasional public speaking.
- Proficient computer skills, including Microsoft Suite, Google Suite, and donor management software.

Personal Qualifications:

Passionate about career and technical education issues and a strong commitment to the WMA mission. Highly ethical individual who can work with confidential and sensitive information.

Physical Requirements:

As a remote/consultant position, the candidate will be required to use personal equipment such as a cell phone and computer. An on-campus workstation and amenities will be made available for use by the FDC, during the contract term, at West-MEC Corporate Offices.

Compensation and Schedule:

- Consultant to be compensated based on experience, hourly for up to 20-40 hours per month.
- Flexible schedule working remotely. Some weekends and evenings will be required.

To Apply: Send resume and cover letter to the West-MEC Alliance, hr@west-mec.org. ***Include the position title in your email subject line.*** No calls please.

WMA is an Equal Opportunity Employer.

Job Type: Part-time