



POSITION: Donor and Community Relations Assistant

REPORTS TO: Executive Director and Grants & Development Manager works within objectives established by the Development committee of the Birch Creek Board of Trustees

FUNCTION: Assists and supports the work of the Executive Director, Development Manager, Development Committee and Board of Trustees in all aspects of fundraising, development and donor cultivation. Responsibilities include mining donor database information to report on current and past giving trends; assisting with presentations and donor messaging, and provides administrative support. The Donor and Community Relations Specialist provides analytical, marketing and administrative support for all annual, scholarship, sponsorship, capital, endowment, and planned giving programs. The Donor and Community Relations Specialist assists with special projects and offers office support as needed.

QUALIFICATIONS: The ideal applicant will be a self-starter and outgoing individual who enjoys communicating with others and should have the following professional experience:

- A minimum of a bachelor's degree in business, marketing, arts management, communications, public administration or non-profit management from an accredited institution of higher learning.
- 3-5 years of professional work experience, preferably in a non-profit organization
- Excellent interpersonal, speaking and presentation skills
- Excellent, accurate written communication, research and organizational skills, with an affinity for detail
- Ability to develop and manage budgets and prepare financial reports
- Strong computer skills with experience in databases, preferred
- Self-motivated, strong time-management skills, mature judgement
- Fundraising and/or donor database management experience helpful

This is a fulltime, year round position. Salary is commensurate with experience. Benefits include paid vacation, sick days and holidays, with health care reimbursement.

Please send a letter of application, **three letters of reference and salary history to:**

Mona Christensen, Executive Director
Birch Creek Music Performance Center
PO Box 230
Egg Harbor, WI 54209
920-868-3763
mona@birchcreek.org

Application deadline February 15, 2018.