Description for Part-time Development (Donor cultivation) Consultant (contracted)

The Welcome Project seeks a part-time Development Consultant to support the fundraising efforts of the organization. The Consultant works collaboratively with staff and serves as a key partner to the Executive Director, to develop and maintain efficient fundraising operations and to strengthen and build relationships with our supporters. In this role, the Development Consultant will be responsible for developing a comprehensive individual donor strategy, advising the ED and team, drafting communications for successful donor outreach and cultivation, drafting the end-of-year appeal, and providing advice related to the annual event.

**Key Duties and Responsibilities**

- Develop a plan to promote the organization to donors, potential donors, volunteers, and the general public maximizing awareness of the organization and fundraising activities
- Acquire and maintain detailed knowledge and understanding of the organization and its programs, thereby developing persuasive fundraising strategy and communications templates.
- Assist ED in the management of the organization’s individual fundraising efforts and orchestrate methods of approach to existing and prospective donors
- Advise the ED regarding the planning and execution of events, including the annual “YUM: A Taste of Immigrant City” celebration
- Advise the ED in the follow-up of fundraising events including scheduling meetings with prospective donors before and after the events
- Other duties as assigned by the ED to support the mission of the organization.

**QUALIFICATIONS:**

- Well-qualified candidates should possess a Bachelor’s Degree and a minimum of 2 years’ of experience working in the development field, with a focus on fundraising from individuals.
- Proven record of successfully achieving funding from major donors, end-of-year appeals, annual events, and other fundraising activities.
● Experience researching and conducting outreach to develop new funding from individuals
● Experience working with immigrants and a strong commitment to social justice is desirable
● Bicultural/bilingual experience preferred with language fluency in Spanish, Portuguese, or Haitian Creole
● Other key qualifications are:
  o passion for development and fundraising
  o high energy, positive “can-do” attitude
  o attention to detail
  o high degree of initiative with the ability to ask questions
  o excellent knowledge of Little Green Light
  o excellent verbal and written communication, and interpersonal skills
  o the ability to interact at the executive level

This is a part-time and contracted position reporting to the Executive Director. Estimated hours: 6-10 hours/month.

Please email a cover letter stating your hourly rate, and resume, to suany@welcomeproject.org.

If you have any questions, please send an email to walter@welcomeproject.org with your contact information.