
Grace
welcome
Center

Helping Those in Need in Kenosha

JOB DESCRIPTION – FUND DEVELOPER

Salary: Salary of up to \$45,000 and a \$6,000 annual health insurance stipend.

Hours: Full Time

Reports to: Executive Director of Grace Welcome Center. Also, the Grace Welcome Center Leadership Team will meet quarterly to help with casting long term vision and helping to sustain Grace Welcome Center financially. This position is a partly remote position.

RESPONSIBILITIES

- Managing all the fund development of Grace Welcome Center. This includes but is not limited to:
 - Building relationships with donors
 - Speaking at donor churches and other organizations
 - Planning and hosting fundraisers—for example Freezing for a Reason
 - Writing personal notes on thank you letters to all donors and calling donors to thank them
 - Developing monthly and quarterly communications tools to keep telling our story to donors, including utilizing Constant Contact
 - Managing the Grace Welcome Center Facebook Page and other social media platforms
 - Track financial contributions and compare those to annual benchmarks. Leading 2024 budget cycle and beyond having input on annual budget development
- Finding, writing, and managing grants for Grace Welcome Center, including developing ongoing relationships with granting organizations
- Managing grants that have been procured by reporting and continuing relationships with granters
- Managing the public relations of Grace Welcome Center including working with the *Kenosha News* on press releases
- Managing communication with new volunteer groups that want to participate at Grace Welcome Center and working with the Executive Director to make sure they are integrated at Grace Welcome Center
- Regularly participating at Grace Welcome Center programming to get to know volunteers and guests as well as get pictures, videos, and stories.
- Representing Grace Welcome Center in the community at large.
- Other duties as assigned.

REQUIREMENTS:

- Excellent written and verbal communication skills
- Relationship development
- Experience with HUD funded grant programs preferred.
- Passionate about caring for those impacted by poverty
- Will perform all job responsibilities in an inclusive manner that seeks the dignity of all people

- Will represent the values of Grace Welcome Center in all public facing work they do, including social media.
- Can work flexible hours including some evenings and weekends.
- General computer skills, including understanding of Microsoft applications, including Excel and Google Docs. Preferred if has experience with graphics and also mass email systems like Constant Contact.
- Organizational, planning, task completion, and coordination skills.
- Ability to work independently.
- Preference for applicants that have completed a Bachelor's degree or higher in a relevant field of study.
- Must have a valid driver's license, have adequate vehicle insurance, and reliable transportation.

If you are interested in this job please submit a resume and cover letter to Grace Lutheran Church. The mailing address is 2006 60th St. Kenosha WI 53140 or an email can be sent to: graceoffice@wi.rr.com