



An Outstanding Opportunity

Development Specialist

Position Overview

Reporting directly to the Executive Director, the Development Specialist for the Elizabeth Richardson Center (ERC) will be responsible for ERC's year-round development functions and for representing ERC's brand in the local community.

This role is geared toward someone interested in the “nitty gritty” of fundraising. Working closely with the ERC staff and board, the person selected for this position will assist in developing and executing a comprehensive fundraising program that advances ERC's mission "to enhance the opportunities, outcomes, and of lives of individuals with disabilities."

Position Responsibilities

- Generate trust among donors and potential donors by being authentically interested in their needs and interests, and by creating a positive image through enthusiastic interaction via face-to-face meetings, phone, email, regular mail and on social media.
- Provide comprehensive administrative support (i.e., write newsletters in conjunction with the communications team, support grant writing efforts, manage the CRM, etc.).
- Participate in developing communications efforts for donors.
- Assist in coordinating events and volunteers.
- Work with accounting staff to ensure accurate and appropriate recording of all donations in both our accounting and CRM software.
- Provide support to the board organizational development committee.
- Assist in developing annual department work plan and corresponding budget; ensures alignment with organizational goals and priorities.
- Coordinating and scheduling meetings, organizing agendas, and participating in other similar activities in an “all hands on deck” type of work environment.

Success in this role will ultimately be defined by your ability to serve as an effective team member and advocate for ERC, its staff, and its donors.

Personal and Professional Skills and Competencies

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| <input type="checkbox"/> Time Management | <input type="checkbox"/> Detail-Oriented | <input type="checkbox"/> Intuitive |
| <input type="checkbox"/> Adaptability | <input type="checkbox"/> Perceptivity | <input type="checkbox"/> Transparent |
| <input type="checkbox"/> Responsiveness | <input type="checkbox"/> Trust | <input type="checkbox"/> Collaboration |

Qualification Requirements

Required

- ☐ Bachelor's degree in business or the social sciences
- ☐ Minimum two years fundraising or sales experience
- ☐ Proficiency in Microsoft Office Suite

Preferred

- ☐ 4+ years fundraising or sales experience
- ☐ Experience in nonprofit organizations

In addition to the above, there are also certain physical and travel demands with this job:

Physical Demands: this role requires sitting, standing, walking, lifting, carrying, reaching, pushing, pulling, repetitious computer and phone computer, and talking to people

- ☐ Must be able to lift up to 15 pounds at times.

Travel: At least 50%-60% local NWA travel.

Furthermore, you must pass a background check, be in compliance with drug testing requirements, and have transportation.

Compensation Package

Salary Range: \$55,000 - \$65,000 – Commensurate with experience

Additional Benefits: PTO; 401k matching; health; dental; vision; life; hybrid work model

To apply, please submit your resume to bharatkrishnan@hodge-group.com.