



## Job Posting

<b>TITLE:</b> Fundraiser	<b>FLSA STATUS:</b> Full Time, Exempt
<b>DEPARTMENT:</b> Development	<b>REPORTS TO:</b> Director of Donor Relations
<b>WORK HOURS:</b> 8:00 AM - 5:00 PM occasional evening/weekend commitments	<b>SUPERVISES:</b> n/a
<b>EFFECTIVE DATE:</b> February 28, 2025	<b>SALARY:</b> \$55,000 – 70,000

### About Us: Our Vision Statement

The Community Foundation for Muskegon County will be a leader in community philanthropy to “Build a vibrant community with great opportunities for all.” The Frauenthal Center, a historic performing arts theater, is part of the Community Foundation’s commitment to the economic vibrancy of Muskegon.

**Job Summary:** The Fundraiser will be responsible for developing and implementation of fundraising efforts for the Frauenthal Center, under the direction of the Director of Donor Relations. The individual is responsible for building and fostering relationships with new and current donors, including the solicitation of individuals and businesses, in an effort to grow philanthropic support. The Fundraiser is uniquely positioned as a member of the Community Foundation’s Development Team, and Frauenthal Center Team to ensure the professional support needed to be successful.

This full-time position offers a competitive benefits package that includes remote work on Mondays, half-day Fridays during the summer, health, vision, and dental insurance, competitive paid time off, and a culture of learning and growth with opportunities for professional development. The salary range is \$55,000 – 70,000 based on experience.

### Essential Functions:

1. Creates and implements a comprehensive development plan aimed at growing philanthropic support of the Frauenthal Center.
2. Solicits donations and planned gifts from active or potential donors.
3. Stewards and provides high quality donor services ensuring continued support and cooperation.
4. Works closely with Community Foundation’s Development Team to understand the additional philanthropic opportunities available to donors through the Community Foundation and helps to facilitate those gifts as appropriate or needed.
5. Engages donor segments including Friends of the Frauenthal and Frauenthal Preservation Campaign donors in providing opportunities and updates.
6. Represent the Frauenthal Center in the community by attending networking events and engaging key stakeholders.
7. Serve as an ambassador, strengthening relationships with patrons, business leaders and funding partners.
8. Tracks and monitors relationships with donors, builds profiles of donors, and researches donors’ interests, giving patterns, and philanthropic capabilities through the use of the CRM database.
9. Participate in employee trainings, including diversity, equity, and inclusion training.
10. Participate in donor services professional development including applicable donation laws and regulations.

## Knowledge, Skills, and Abilities

- **Our ideal candidate will possess:**
  - Bachelor's degree or equivalent experience in nonprofit donor development
  - 5+ years' experience in professional donor/client development and cultivation and/or fundraising activities
  - Excellent communication skills, including public speaking, writing, and interpersonal and group relationship-building
  - Strong listening and collaborative skills, ability to organize a body of work and effectively manage deadlines while maintaining focus
  - Well-developed research skills and the ability to synthesize new information readily
  - Comfort in relating to diverse groups of people and professionals in a variety of fields
  - Ability to work independently and as a team member
  - Commitment to the principles of diversity, equity, and inclusion
  - Ability to handle confidential information in a professional manner
  
- **Preferred:**
  - CRM database management experience and skills.
  - Experience working in nonprofit organizations.

To apply, send cover letter and resume to [receptionist@muskegonfoundation.org](mailto:receptionist@muskegonfoundation.org) by March 26, 2025.

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## Work Environment and Physical Requirements:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required, sometimes for extended periods, to stand or sit. This role routinely uses standard office equipment such as computers, phones, multi-function machines, and filing cabinets. The employee is occasionally required to climb stairs; use hands to type, finger, handle, or feel; reach with hands and arms; balance stoop, kneel, or crouch; and get in and out of vehicles. The employee must occasionally lift and/or move small or large objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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## EEO Statement:

The Community Foundation for Muskegon County prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, military status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The Community Foundation for Muskegon County is committed to the full inclusion of all qualified individuals. As part of this commitment, the Community Foundation for Muskegon County will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the CFO or their designee.

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## Disclaimer:



The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.