



JOB DESCRIPTION

Fund Raising and Communications Consultant

Description:

Project ECHO (Entrepreneurial Concepts Hands On), a small non-profit organization in Los Angeles County, is seeking to retain a part-time fund raising and communications consultant accountable for raising funds through individuals, direct mail, social media campaigns, grants, and event sponsorship. The position will also be accountable for managing the donor database and participating with the organization's marketing materials and special event planning. The consultant retained for this position is expected to work 25 hours per week, 44 weeks per year, from a home/personal office, provide their own office equipment to include computer, printer, internet access, telephone, etc. Light travel within Los Angeles County, via personal vehicle, will be expected.

This position reports to the Executive Director.

Duties:

- Identify and implement short and long-term funding strategies for foundations, individual and corporate giving, special events and direct mail campaigns.
- Responsible for a small grant portfolio; maintaining grant reporting and proposal writing for institutional funders.
- Personally research and develop foundation proposals, ensuring that proposals, budgets, outcomes/deliverables plans and other proposal elements are well-written, compelling and consistent with the strategic direction and funding needs of Project ECHO.
- Play a role in direct mail appeals and stewardship from those campaigns.
- Creatively implement sponsorship opportunities for 4 events throughout the year, and assist where needed with event day activities.
- Promote programs, efforts and successes that enhance the public perception of the organization, interest the entrepreneurial and business community to donate and volunteer with Project ECHO.
- Write press releases for special events and news.
- Aid in developing publications and materials to support fundraising campaigns and donor relations.
- Participate in writing news for website, updating content, posting on social media outlets.
- Manages donor database and Constant Contact Database to ensure most updated data in systems.

- Must be able to travel within our Los Angeles County service area by personal vehicle.

Percentages of Time:

35% Foundation research, grant writing and grants management, 25% Special Event planning, sponsorship recruitment and direct mail appeals, 25% Communications and public relations, 20% Manage donor database and Constant Contact database.

Qualifications:

- Demonstrated skills and knowledge of non-profit principles, including fundraising, grant writing, corporate, individual and foundation solicitation, and program implementation.
- Ability to successfully contact potential donors by phone, well written emails, and proper follow up methods.
- Demonstrated ability to independently solicit, cultivate, develop and maintain high level engagement strategies with funders and individual donors.
- Ability to conduct research on grant and foundation funding opportunities.
- Familiarity with donor databases is a plus. Project ECHO uses DonorSnap.
- Interpersonal relations, team player, personal integrity, strong work ethic, non-profit orientation, ability to learn quickly, demonstrate flexibility, positive attitude and high energy required.
- A minimum of three years of experience in resource development activities in an entrepreneurial nonprofit environment
- Bachelor's degree and/or CFRE preferred
- Must have valid CA Driver's License
- Must be able to work independently and successfully from a personal office, and have the technology (computer, printer, telephone) to complete required tasks.

Project ECHO is a small non-profit that currently has two staff. The individual hired for this consulting position must be super flexible and willing to help where needed most. ECHO hosts four special events and staffing these events is a requirement, as is helping with pre-event activities. Creativity, flexibility, ingenuity and a sense of humor are all traits that would fit in well here.

JOB SNAPSHOT

Base Pay: \$25 per hour plus bonuses for reaching fund raising goals

Employment Type: Part-time consultant (25 hours per week/44 weeks per year). ECHO is closed for three weeks during summer and three weeks during the winter.

Experience: 3 years relevant non-profit experience

Required Travel: Within Los Angeles County. Ability to meet in the South Bay bi-weekly for team meetings.