

Marketing/Fundraising Assistant

Overview

The Children's Home of Kingston seeks a Marketing/Fundraising Assistant to help the organization achieve its vision of expanding our reach in the local community and beyond. Reporting to the CEO, this position will handle marketing of the agency to the community, local businesses, stakeholders, and families. This person will also maintain the agency's social media accounts and assist with webpage development, assist with established fundraising efforts and explore other fundraising avenues, including the cultivation of major donors and bequests.

Responsibilities

- Develop and implement a comprehensive marketing plan to support the strategic plan.
- Maintain and monitor agency social media accounts; assist in webpage development.
- Assist with agency fundraising activities before, during and after each scheduled event.
- Explore and create other fundraising opportunities for the agency.
- Cultivate relationships with key potential donor prospects leading to donations at all gift levels.
- Assist in the maintenance of corporate and donor files in database. Prepare letters for donor gifts. Create fundraising and other database reports.
- Other duties as determined by the CEO.

Qualifications

- At least one year experience in marketing and fundraising, preferably with non-profit agency.
- Associates degree required; Bachelor's degree preferred.
- Be a talented communicator with a passion for the agency's mission to present a compelling story.
- Ability to successfully work in a collaborative, team-oriented organization.
- Demonstrated ability in clear and effective written and oral communication including excellent organizational and interpersonal skills.
- Must pass fingerprinted based criminal history check and other background check job requirements as requested.

Job Type Part-time

Hourly: 20 hours at \$17 per hour