



Professional Fundraiser/Grant Writer/Development Associate

JOIN D4C! LET US TRAIN YOU TO BE THE BEST.

Donate4Change is a dynamic, professional company looking for people who want a career that changes lives and makes the world a better place.

You will be a key part of an energetic team of like-minded individuals who contribute to helping Donate4Change and the International Society for Performance Improvement realize its Mission and Vision. You are passionate, high-energy, enthusiastic, and above all possess resilience to overcome any challenge.

The role is a public position where you will be looking for people you can inspire to help make a difference.

Are you experienced in Direct Sales?

Are you seeking a challenge?

Are you interested in education, fundraising, sales, training?

Are you an expert in social media marketing to raise funds?

You are not afraid of hard work and will be financially rewarded with an industry leading commission along with a flexible working schedule. You will be given an opportunity to grow and learn every single day. In addition, the professional fundraiser/grant writer/development associate will:

Drive gifts and grants administration (45%), ensuring we accept, capture, acknowledge and administer all gifts and grants with the timeliness and care reflective of our deep appreciation and respect for supporters of D4C and ISPI.

- Record all gifts and grants in the development database
- Track pledges, ensuring timely receipt of pledge payments
- Create and send all donor acknowledgment letters
- Serve as liaison with ISPI team, ensuring transfer of all pertinent gift and grant information
- Maintain honor roll of donors and national donor recognition page on D4C website

Support pass-through grant management (20%), facilitating impactful funding for ISPI and comprehensive, thoughtful stewardship of grants with donors.

- Collect and compile pass-through grant reports from ISPI regions to share with donors

- Create, issue, and track grant award letters
- Initiate and manage grant award disbursements in partnership with ISPI team
- Maintain grant reporting calendar and support report data and documentation collection
- Record all pass-through grant awards in the development database

Lead data management for the Development team (30%), driving operational excellence by managing the development database and ensuring that all information streams into and from the database are accurate, complete and up-to-date.

- Maintain up-to-date contact information on all constituents in database
- Ensure donor research, donor engagement steps and activities, grant and reporting documents, and other relevant information is entered and up to date in database
- Track forecasting data in database to inform progress monitoring and analytics of Development team
- Own reporting from the database including donor and gift lists

Contribute to annual gift and major gift fundraising (5%), supporting key streams of work essential to successful completion of Development team goals.

- Conduct research and produce profiles on prospective foundation, corporate and individual donors
- Support planning and execution of direct mail and email campaigns
- Serve as direct liaison with donors to support completing donations and payment of pledges

We are currently recruiting for positions in Dallas, Texas, and Charleston, West Virginia. The D4C team is focused on driving and supporting strategy for the organization as well as for the ISPI network through financial contributions from individuals, foundations, corporations, and other major donors. Our team is energetic and passionate about helping ISPI with the resources necessary to support and strengthen non-profit performance.

The ideal candidate will have an interest in fundraising along with excellent oral and written communication skills. Along with being an achiever, excellent organizational and time-management skills along with the ability to be a self-starter and problem solver is critical. The ability to demonstrate initiative and follow-through is also required.

If you are a systems thinker and data oriented as well as proficient in Microsoft Word, Excel, & PowerPoint, we need you on our team!

The position is available to those who are legally able to work in the USA.

To apply, please forward your Resume and brief statement as to why you would be great for this role to careers@donate4change.com and we will contact you with more information.

