

## **Fundraising Coordinator for The Chesapeake Multicultural Resource Center**

The Chesapeake Multicultural Resource Center (ChesMRC) is a non-profit organization established in 2012, whose mission is to help people from different cultures to integrate into Eastern Shore communities through information, education and access. Programs include an afterschool program for elementary students; adult literacy and ESL; health literacy and information; and a resource center that acts as a “service connector” between our clients and local service providers. Since the ChesMRC’s inception, more than 700 people have made 2,000 visits to ask for help with anything from simple translations to application assistance to supporting their families as they navigate in a new culture.

**Position Title:** Fundraising Coordinator

**Classification:** Part-Time (15-20 hrs. per week)/Hourly (non-exempt)

**Reports To:** Board Fundraising Advisor; works closely with Executive Director

### **Position Summary:**

Assist in the creation and implementation of ChesMRC’s fundraising efforts, to include soliciting major gifts, annual gifts, corporate donations, grants and in-kind services. This is a part-time position that, based upon the individual’s success, can grow into a full-time position.

### **Qualifications**

- Strong writing, creative, analytic, organizational and interpersonal skills.
- Strong verbal communication skills and the ability and willingness to make cold calls
- Electronic literacy in Microsoft Office or equivalent platform, data base management and social media.
- Bachelor’s degree.
- Non-profit experience either as an employee or a volunteer.

Please send letter of application and resume to [chesmulticulturalresource@gmail.com](mailto:chesmulticulturalresource@gmail.com). It is essential that the resume and cover letter provide a complete but concise description of the applicant’s qualifications. **Deadline for applications is December 21, 2014.**