

Associate Director of Fundraising and Programs Yunus Creative Lab, Inc.

Yunus Creative Lab, Inc. is seeking a highly motivated and committed to community service, innovative and versatile individual with relevant experience to join the newly established Yunus Creative Lab, Inc. The position requires fundraising efforts, volunteer management, program management, event planning, public relations, group facilitation, community education program, and building effective strategic relationships.

The successful candidate will be responsible for but not limited to identifying, soliciting, cultivating and closing individual, corporate, and foundation gifts; write grant proposals for local, state, federal, and international organizations; manage programs for students and the people of the community. The selected candidate will be expected to take own initiative in successfully completing all tasks under the direction of the Program Director.

Essential Duties and Responsibilities

- Use all available sources to research prospects and maintain a database
- Research foundations, corporate, individual, and organizational prospects and implement a strategy to cultivate and increase YCL base of support.
- Monitor Federal and State grant opportunities and assist with grant preparation as needed.
- Prepare annual fundraising plan and budget for corporate/foundation fundraising in cooperation with the Program Director.
- Communicate regularly with donors and prospects to ensure adequate/high levels of engagement
- Secure meetings with prospects and donors to inform and/or update them on YCL activities and prepare them to consider a contribution/gift
- Engage donors and prospects at events and other venues as appropriate
- Write compelling proposals and reports to secure new contribution/gift commitments and upgrade existing donor commitments
- Write grant proposals for local, state, federal, and international agencies.
- Manage social business competition programs for the students and the community
- Provide donor testimonials and stories to CEO for inclusion in publications.
- Represent YCL in the community as directed by the Program Director and CEO
- Assist Program Director in managing a Global Internship Program
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- Organize or assist with event planning activities
- Perform other duties as assigned.

Qualification, Skills and Knowledge Requirements

- Bachelor's degree with at least 5 years of experience in fundraising, programs management, and community services engagements. Advanced degree with appropriate experience would get preference
- Excellent knowledge in Social Media and their uses
- Excellent knowledge in website update and management
- Demonstrated ability to manage multiple projects with a strong attention to detail

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Outlook
- Experience working with donor database software, preferably Raiser's Edge
- Highly positive attitude
- Ability to think entrepreneurial
- Passion for fundraising and a willingness to solicit donations.
- Ability to organize and manage events
- Proficiency with Microsoft Word, Outlook, PowerPoint, Foundation Center online, donor database software. (Blackbaud Raisers Edge Version 7 preferred), social media vehicles and the techniques associated with using each effectively.
- Must be highly organized and have great attention to detail.
- Must have outstanding written, oral and interpersonal communication skills.
- Ability to work independently and as a member of a team.
- Demonstrated ability to be flexible, work well under pressure and handle multiple priorities.
- Excellent interpersonal skills and ability to interact well with internal and external parties.
- Experience with event planning
- A sound understanding of not-for-profit fundraising principles.

Conditions:

- Occasional evening and weekend work required.
- Must be reachable via phone

To apply: Please submit a cover letter and a resume to yunuscreativelab@gmail.com