



JOB TITLE: Fundraising and Communications Associate

EMPLOYER: ReBUILD Metro, Inc.

DEPARTMENT: Fundraising and Communications

REPORTS TO: Fundraising and Communications Manager

EFFECTIVE DATE: 10/14/2022

MISSION: The mission of ReBUILD Metro is to restore the history and prosperity of neighborhoods by rebuilding homes and fostering enduring community relationships. We work to ensure that everyone in the communities we serve has a decent and affordable home in a stable and safe environment.

SUMMARY: The Fundraising and Communications Associate will fulfill a variety of roles in support of ReBUILD's efforts to raise and sustain funds for its operations, programs, and projects; to maintain compliance, communication, and relationships with ReBUILD's wide array of funders and donors; and to convey the importance and value of ReBUILD's mission, programs, and impacts to a variety of funders, partners, supporters, clients, and stakeholders.

DUTIES AND RESPONSIBILITIES:

Resource Development and Obtaining Financial Support

- Participate in developing annual fundraising plans and targets
- Support management of grant database/calendar and tracking of deadlines
- Research new government, corporate, and foundation grant opportunities
- Support composition of grant applications and funding requests, including narratives, budgets, data, and supporting documentation
- Manage a range of grant intake and compliance tasks, including reviewing and finalizing grant agreements, managing and tracking reporting deadlines, and closing out grants
- Composing grant reports on deadline and providing other required post-grant materials
- Support planning of donor meetings, tours, and other donor recruitment activities
- Monitor and update donor action plans and moves management plans
- Monitor the intake of donations and the status of pledged gifts
- Manage the composition of thank you letters and other written correspondence to all prospective and current donors
- Manage and update donor database to synchronize with financial statements
- Support the composition, printing, and delivery of annual reports and other materials for key funders and stakeholders
- Support composition of brochures and other materials that convey ReBUILD's mission, vision, goals, programs, and impacts
- Support planning and execution of stakeholder and public-facing events, meetings, and tours
- Assist with other fundraising and communications projects as requested
- Performs other related duties as assigned by management



QUALIFICATIONS:

The requirements below represent the range of knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree (BA) from a four-year college or university
- Strong written communication skills: ability to write clear, structured, and persuasive proposals and other organizational materials
- Excellent verbal communication skills
- Strong editing skills
- Ability to meet and manage multiple deadlines
- Ability to collaborate across multiple departments to collect information, meet deadlines, and support program-related funding and marketing
- Demonstrated flexibility in managing time-sensitive tasks and projects
- Strong organizational skills (e.g., monitoring multiple requirements and deadlines, maintaining detailed records related to proposals and pledges, tracking project tasks)
- Strong skills in program branding and content marketing
- Computer skills required: Microsoft Office Suite
- Computer skills preferred: design programs such as Illustrator and InDesign
- Experience and proficiency in social media marketing (e.g., Facebook, LinkedIn, Instagram)
- Ability to work independently and collaboratively, prioritize work, take initiative, and manage multiple tasks while meeting deadlines

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Required to sit
- Occasionally required to stand
- Occasionally required to walk
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical info, and/or use a keyboard
- While performing job duties, the noise level in the work environment is usually moderate
- Specific vision abilities required by this job include close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
- This role routinely uses standard office equipment such as computers, calculator, telephones, photocopiers, scanners, and filing cabinets

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.