

PLYMOUTH CHURCH NEIGHBORHOOD FOUNDATION

Inspired by social justice and guided by our many faiths, creating homes for those in need, building community for all.

JOB POSTING

FUND DEVELOPMENT ASSOCIATE

Plymouth Church Neighborhood Foundation (PCNF) is looking to add a sharp, computer-savvy person to maintain our donor database, coordinate our fund development communications and support our Fund Development Directors. This is a new, full-time, permanent position.

PRIMARY DUTIES AND RESPONSIBILITIES

- Manage and maintain the donor database with accuracy including data entry, pledge reminders, acknowledgements, and reporting.
- Coordinate email communications, newsletter, letters, etc.
- Handle calls from donors and make thank you calls, survey calls and follow-up calls.
- Assist in planning and coordinating property tours, grand openings and annual fund-raising dinner.
- Assist with grant writing and submissions
- Keep website current with information about recent events and changes at PCNF
- Work with finance team to reconcile fundraising reports.

ABOUT PCNF

Plymouth Church Neighborhood Foundation is a dynamic housing organization with a dedicated staff and a strong and active Board of Directors. PCNF develops a wide spectrum of affordable housing including supportive housing for the homeless, workforce rental housing and affordable ownership. As a progressive faith-based organization, PCNF works with congregations to build community support for housing for those most in need.

EXPERIENCE AND QUALIFICATION REQUIREMENTS

Qualified candidates will possess a four year degree and strong organization and communication skills. They will also have a high level of computer aptitude, including proficiency with office software and database entry and query. Responsibilities could be expanded for candidates with fund development experience. Special consideration is given for strong writing skills and graphical capabilities.

TYPE: Full Time

LOCATION: Minneapolis

DEADLINE: Open Until Filled

Please email resume and salary requirements to A. J. Dordel, Director of Finance & Administration at ajdordel@plymouthfoundation.org. Applications accepted until position is filled. EOE

Plymouth Church Neighborhood Foundation
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www.plymouthfoundation.org