

## **Fund Raising Manager**

### **The Women's Suffrage Celebration Coalition of Massachusetts (WSCC)**

The Women's Suffrage Celebration Coalition of Massachusetts (WSCC) is dedicated to commemorating and celebrating the upcoming 100th anniversary of the adoption of the 19th Amendment to the U.S. Constitution, guaranteeing women the right to vote.

Our goals include increasing voter participation, providing educational opportunities, recognizing and celebrating the progress of women's rights and shining a light on all we need to do to achieve full equality for all women.

The WSCC presents events and activities that highlight the history of the women's suffrage movement and women's rights. The WSCC is a non-profit coalition that partners and collaborates with many organizations in Massachusetts and throughout the country that are also planning events to celebrate this historic occasion."

**The Fund Raising Manager** works with the WSCC President and Board to plan and organize WSCC's fundraising and events. The manager ensures that all related deadlines for fundraising and events budgets are met.

#### **Responsibilities:**

- Work with the President and the Board to fulfill the organization's mission and the following:
  - Secure resources sufficient to ensure the financial health of WSCC.
  - Create and implement a fundraising plan that includes various means of fundraising, a timetable etc.
  - Plan and manage fund raising events.
  - Meet prospective donors alone or with the President or Board members on a regular basis to cultivate positive relationships on behalf of WSCC and grow the major gifts program.
  - Oversee the fundraising database, tracking systems and budget.
  - With the Board and other staff, oversee the creation of and manage a communications plan including publications and social media to promote WSCC.
  - Prepare and manage Thank You letters, receipts, etc. relative to donations.

#### **Schedule:**

Part-time, flexible schedule (approximately 25-30 hours). The Manager will be required to work at approximately 2-5 evening and/or weekend events a month. An Independent Contractor would also be considered for this position.

**Salary:**

\$40.00 to \$50.00 per hour depending on experience.

**Qualifications:**

- Exceptional interpersonal skills
- Ability to work effectively with the WSCC Board, staff and volunteers
- Bachelor's degree
- Proven excellent communications skills: written, social media and oral
- Excellent organizational abilities and experience, including budget preparation, event planning and implementation
- Strong background (5+ year experience), knowledge and experience in fundraising techniques, particularly in the area of major gifts
- Must be a self-starter, goal driven and able to follow through

**Location: Newton Centre – convenient to public transportation**

**WSCC Commitment to Diversity** - The WSCC is committed to the diversity of its leadership, staff and partners. A core value of the WSCC is diversity of thought, experience, race, gender, sexual orientation, physical or mental ability, age, religion, and national origin.

**HOW TO APPLY**

[humanresources@suffrage100ma.org](mailto:humanresources@suffrage100ma.org)

No phone calls, please. If you are selected for an interview, you will be contacted directly by the manager hiring for this position. Thank You.

February 2019