

## Fundraiser Consultant Job Description

**Position Title:** Fundraiser Consultant (FC)

**Contract:** 1 Year Term

**Reports To:** POWER CDC (Community Development Corp) Board, and Dunbar Theatre Advisory Council, Day-to-day supervision by the Executive Director of POWER CDC

### Overview

The Fundraiser Consultant will organize activities to raise funds and solicit monetary donations for the Historic Dunbar Theater. This position is required to design and produce promotional materials for distribution throughout the communities of Wichita and possibly surrounding areas. It will also raise awareness of the theater's work, goals, and financial needs. This position requires skills needed for supervising.

### Job Brief

We are looking for an experienced Fundraiser Consultant with strong healthy ties to the philanthropic community in and around Wichita metro area. The selected candidate will serve as a linchpin to integrating POWER CDC's fundraising history with innovative new ideas for the Dunbar. Several relevant sources have been identified and will require relationship cultivation, coupled with research for new cash flow sources. A successful FC must possess the ability to work independently and provide documentation on progress and growth.

### Responsibilities

- Work with Executive Director of Power CDC and President of Historic Dunbar Theater Advisory Board in researching avenues to attract potential donors. (This is not limited to the state of Kansas).
- Identify and build relationships with potential donors and give them a short presentation on the history of the theater.
- Create and manage a donor database with accurate and detailed records.
- Develop fundraising programs and strategies to encourage new or to increase existing contributions. Secure commitments of participation or donation from individuals or corporate donors.
- Explain the tax advantages of contributions to potential donors.
- Recruit sponsors, participants, and volunteers for fundraising events. Tracking volunteer hours through a database.

- Design or produce materials for charitable events, such as posters, web sites, newsletters to promote, market, or advertise fundraising events.
- Write reports or prepare presentations to communicate fundraising program. Monitor progress of fundraising drives, budgets, expense reports, or other financial data for fundraising organizations.
- Compile or develop materials to submit to granting or other funding organizations. Coordinate transportation or delivery of materials, supplies, or donations for fundraising events.
- Develop and maintain media contact lists.
- Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships.
- Write and send letters of thanks to donors.

### **Job Requirements**

- Proficiency in Microsoft Word, Excel and PowerPoint.
- Experience with donor database management required.
- Excellent verbal and written communication skills and ability to present information effectively.
- Ability to organize, prioritize multiple projects and work independently with little supervision.
- Excellent interpersonal skills; with ability to build rapport with donors, and the public.
- Exemplify excellent customer service skills.
- Able to meet with the Power CDC and Historic Dunbar Theater Advisory Boards for monthly meetings.
- Bachelor's Degree or higher is preferred.