

Our Mission

To contribute to human dignity by providing clothing, bedding and small household items at no charge and to connect people to resources in the community.



Email: jobs@charitableunion.org

Website: www.CharitableUnion.org

*Charitable Union of Battle Creek, Michigan is seeking a to fill the position of **Fund Development Coordinator**.*

The mission of Charitable Union, which is *to contribute to human dignity by providing clothing, bedding and household goods, at no charge, and connect people to resources in the community*. Charitable Union is a 132-year old organization providing Basic Needs programming to those living in Calhoun County.

Key Responsibilities

- The primary responsibility of the Fund Development Coordinator is to ensure the continued success and growth of the organization's fund development program. The Fund Development Coordinator will oversee the management of cultivation activities, annual giving, grant writing, special events, and marketing.
- The Fund Development Coordinator works with the Chief Executive Officer in writing grant applications and evaluation reports to area foundations. Coordinates all appeal letters, from design to mailing. Prepares marketing materials for funding, donors, programs, and participants. Solicits sponsorships and participation in all fundraising activities.
- Promotes Charitable Union as a community resource and partner throughout the community.

Necessary Skill Set:

- Excellent interpersonal, verbal and written communication skills.
- Excellent time management and organizational skills, with ability to prioritize and multi-task.
- Positive, proactive, results oriented attitude, organizing and execution skills.
- Ability to work effectively in a small staff environment with volunteer supports.

- Must be driven, willing to help in areas where needed, team player in a fast-paced environment.
- Knowledge and experience with databases. Including data entry and data retrieval.
- Proficient in Microsoft Office applications, including Word, Excel, Outlook, PowerPoint and Internet Explorer.
- Must be adaptable and flexible with a strong ability and willingness to learn new things and work across diverse areas.

How to Apply: Submit your letter of interest, resume and reference via e-mail Jobs@CharitableUnion.org or Charitable Union, Attn: Job Openings, 85 Calhoun Street, Battle Creek, MI 49017

Salary Range: \$35,000 – 39,000 based upon experience.

A complete job description is available at, <https://www.charitableunion.org/job-openings---charitableunion.html>

This position will be open until filled.