



# Fisher House Foundation, Inc.

## Job Posting

*Development Associate – Peer-to-Peer Fundraising*

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**Job Title:**

Development Associate

**Department:**

Development: Peer-to-Peer Fundraising

**Posting Date:**

July 17, 2019

**Expiration Date:**

August 15, 2019 (Or until filled)

**Job Summary:**

The Development Associate is responsible for furthering the mission of the Foundation's Peer-to-Peer programs by managing overall support of Peer-to-Peer DIY Fundraising through various events. This is one of two positions reporting to the Director of Peer-to-Peer Fundraising as part of the Development Peer-to-Peer Team.

**Essential Duties and Responsibilities:**

***DIY: Proud Supporter Campaigns and Patriot Challenge/TeamRaiser***

- Build and maintain microsites and event registration forms.
- Manage all information within DIY campaigns, updating content as needed.
- Manage DIY pages on website and other fundraising microsites.
- Manage all DIY registrations and follow up.
- Manage communications with fundraisers pre-and-post event.
- Manage fulfillment of fundraising items.
- Manage the fundraising email account by responding to email inquiries including IT support.
- Assist with DIY marketing efforts.
- Prepare delinquent monthly reports and follow-up.
- Assist and attend Proud Supporter Events.
- Responsible for data integrity for accuracy, duplications, updates, and general data entry overflow.

***Team Fisher House***

- Assist with researching and creating fundraising incentive gifts within budget.
- Assist and attend all aspects of signature race events and recruiting events.

***Donations Administration/Peer-to-Peer/TeamRaiser***

- Assist to establish annual goals and strategies for fundraising initiatives for DIY events.
- Be readily available to assist as needed the Foundation's Donations Administration and Corporate & Foundation Relations Teams.
- Conduct trainings to appropriate staff on fundraising microsites.
- Assist in creating platform training videos for digital support and fundraising goals.
- Assist with monitoring issues with CRM and make administrative corrections.

- Assist with coordinating, scheduling, and updating events through the Foundation's Communication's calendar for social media, coaching emails, newsletters, and magazine.

### **General Foundation Support**

- Assist and represent the Foundation in activities such as Proud Supporter Events, and Workplace Giving Events.
- Participate in mandatory all staff fundraising events as requested.
- Be readily available throughout the work day to engage and assist our donors and partners by: answering the phones, processing donations, welcoming guests, answer general questions, and assisting with other tasks not outlined in job description if needed or as requested.

### **Education, Experience & Job Requirements:**

- Bachelor's Degree in related field – required
- 2+ years of administrative experience - required; Non-Profit Development experience - preferred
- Fundraising experience or knowledge – required
- Proficiency in Outlook, Microsoft Word, Excel, Power Point - required; Eventbrite and Photoshop experience - preferred
- Salesforce, Luminare Online, TeamRaiser experience - preferred
- Database management experience
- Excellent communications and interpersonal skills
- Ability to present information concisely and effectively, both verbal and in writing
- Ability to organize and prioritize work
- Excellent professional office etiquette
- Excellent attention to detail
- Self-motivated with ability to work independently with minimal supervision

### **Status:**

Full-Time

### **Salary:**

Commensurate with experience

### **Schedule:**

Regular: Monday-Friday (9:00 AM - 5:00 PM)

### **How to Apply:**

Please submit your Resume/CV and Cover Letter to:

Irnaliz Aquino  
Operations & HR Coordinator  
Email: [hr@fisherhouse.org](mailto:hr@fisherhouse.org)  
Direct: (240) 599-2479

Fisher House Foundation, Inc.  
12300 Twinbrook Parkway, Ste. 410  
Rockville, MD 20852  
Phone: (301) 294-5860

*EEO: The Fisher House Foundation, Inc. is an Equal Employment Opportunity Employer.*