



FUND FOR ADVANCEMENT OF MINORITIES THROUGH EDUCATION

## FUND DEVELOPMENT ASSOCIATE

The Fund for Advancement of Minorities through Education (FAME) is a small non-profit organization, located in East Liberty, making a large impact on the lives of students of color in the Greater Pittsburgh area. FAME was established over 25 years ago to provide need-based scholarships to bright and talented African American students, making a high quality independent school education possible. FAME also provides its scholars with an array of supplemental support including tutoring, internships, academic enrichment programs, leadership development, and career awareness workshops. In addition, FAME hosts a summer and Saturday preparatory program for middle school students interested in attending an independent school.

**Mission Statement:** FAME's mission is to educate, empower and embolden African American youth to become student ambassadors of today, leaders of tomorrow and stewards of their communities.

**To accomplish our mission:** FAME provides African American students access to college preparatory education at participating independent schools via needs based financial assistance. FAME prepares students for success through attending FAME Academy and partner schools and by providing extensive ongoing programmatic support. Our programs help FAME Scholars develop through academic, extracurricular and holistic life experiences and grow into the leaders of tomorrow. FAME's ultimate goal is to positively impact both the African American Community and society at large through the contribution of its scholars, leaders and programs.

**Essential Duties and Responsibilities:** Under the leadership of the Chief Executive Officer and direct supervision of the Director of Development, the Fund Development Associate will work to ensure the successful execution of a broad range of fundraising and administrative tasks.

Responsibilities include, but are not limited to:

### Job Description for Fund Development Associate:

- Assist in executing long-term fundraising strategy including all potential revenue streams (grant writing, campaigns, individual donations, events)
- Assist in cultivating new, current, and potential donors
- Assist in researching and writing grants and grant follow-up reports.
- Initiate donation receipt, response process, and reconciliation. Must be familiar with fundraising and CRM software such as (SalesForce, Raiser's Edge, etapestry, etc.)
- Coordination of the annual newsletter
- Coordination of the Annual report
- Manage social media and growing internet presence
- Maintain accuracy of Development mailing list (corporations, foundations, individual donors, and alumni)
- Assist in planning of friend and fundraising events such as the organization's Annual Celebration

- Assist in maintaining EITC, OSTC, and United Way campaign eligibility and success
- Assist with plans to engage alumni and track and increase their participation
- Use of the internal data storage systems – Server/Sharepoint/Team Site across all departments

**Minimum Qualifications:**

- Two years experience with fundraising software and database management (table and form creation, ad hoc reporting, data integrity including importing/exporting data and data correlation).
- Proficiency in Excel, Word, PowerPoint and Outlook
- Strong communication skills, including writing and editing and telephone skills.
- Additional requirements: beginning experience in updating web pages, social media and digital image manipulation software.
- Ability to follow instructions accurately and to problem solve effectively.
- Ability to work effectively with people of diverse personalities, cultures and communication styles.
- Ability to take instruction and work under supervision.
- Ability to organize time efficiently, prioritize tasks and perform tasks in a self-directed manner.
- Ability to occasionally work at evening or weekend events.
- Prior experience with event logistics and coordination
- A self-starter with ability to multi-task and work independently
- 2 or more years of experience in non-profit fundraising or communications
- College degree

**If interested in applying, please send an email with the subject line “Fund Development Associate” including your resume and professional references to [mkey@famefund.org](mailto:mkey@famefund.org).**