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POSITION AVAILABLE IMMEDIATELY

APPLICATIONS ACCEPTED THROUGH 5PM FRIDAY, FEBRUARY 10TH

Position: Development Assistant

Compensation: Part-time, \$15-\$18/hour based on experience

General Responsibilities: The Development Assistant is responsible for assisting the Executive Director in meeting fundraising goals through grant writing and coordination and donor support.

Grant writing and coordination – 75%

- Maintain current database of approximately ten foundations and their respective deadlines for letters of inquiry, proposals, reports, etc
- Research and add new foundations to the database likely to help Bark meet its program and operational funding needs
- Maintain grants calendar and ensure that Bark meets all foundation deadlines
- Write letters of inquiry, proposals, and reports to foundations
- Ensure that Executive Director is maintaining appropriate levels of informal communication with foundation supporters

Donor support – 20%

- Assist Executive Director in maintaining appropriate levels of informal communication with approximately 300 Very Important Barkers
- Conduct donor research as needed

Miscellaneous – 5%

- Communicate with Bark's board of directors through quarterly reports and informal updates as needed
- Participate in administrative duties as necessary.

Required Qualifications and Skills:

- Excellent persuasive writing skills
- Highly organized and timely
- Minimum of two years professional experience in fundraising or other relevant communications field
- Proficiency in Microsoft Office suite of applications

To Apply:

E-mail resume, 2-3 references, 2 writing samples, and cover letter to (no calls please) alex@bark-out.org, with "Development Assistant" in the subject line.