



**People's Memorial**  
A s s o c i a t i o n  
Funeral Advocacy & Education since 1939

## Development Specialist

|                            |                       |
|----------------------------|-----------------------|
| <b>Job classification:</b> | Part-Time, Non-Exempt |
| <b>Reports to:</b>         | Executive Director    |
| <b>Hourly rate:</b>        | \$24/hr               |

### Job Description

The Development Specialist of People's Memorial Association (PMA) leads fundraising and grant-writing efforts. Alongside the Executive Director, they are responsible for Fundraising, Development, Grant Writing, Communications, and Strategy for all things fundraising. The Development Specialist is responsible for raising over \$7,000 in revenue during the trial 2 month period, and is accountable to the Executive Director and the membership of the organization. After an initial 2 month contract period, this contract may be extended or renewed into a role with increased hours and responsibilities.

### Duties and Responsibilities

#### Fundraising & Development

- Research eligible grants and perform application grant writing on behalf of the organization
- Manage grant application processes to ensure timely delivery of applications
- Collect data from relevant internal sources and staff
- Investigate database for individual and business major donors to approach
- Write approach communications for individual major donors
- Consult with the Executive Director and Communication Manager in all strategies and activities for donor cultivation, solicitation, and stewardship including relationship management, campaigns, appeals, and events
- Work with the Executive Director and Communication Manager concerning fulfillment of sponsorship promises

### Working Conditions and Physical Requirements

This position can be performed 100% remotely. The office is open for you to work in if desired, with a weekly in-office day recommended for local applicants.



## Qualifications

- Experience fundraising and/or grant writing required;
- Representative and eloquent writing skill to diverse populations required;
- Intermediate knowledge of Microsoft Office, specifically Excel, required;
- BA/MA in business administration/marketing preferred;
- Previous experience managing organizational marketing efforts preferred;
- Previous experience working for a nonprofit organization, including experience in and understanding of board-staff relationships, financial management, and fund development strategies preferred;
- CRM and database experience (Salesforce, Little Green Light, Raiser's Edge) preferred;
- Familiarity with the subject matter of death and pre-death arrangements desirable; empathy, cross-cultural literacy, humility, and sensitivity essential; and,
- Team player, capable of offering emotional and practical support to others, and work with them collaboratively.

## Supervisory Responsibilities

None.

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| <b><i>Job description approved by:</i></b> | Casey Husseman, Executive Director |
| <b><i>Date approved:</i></b>               | October 2, 2023                    |