



CENTER FOR
LEADERSHIP
DEVELOPMENT

Empowering Youth / Strengthening Community

Job Title: Fund Development Assistant

Organization Name: Center for Leadership Development, Inc.
Indianapolis, IN 46208

Organization overview: The mission of the Center for Leadership Development (CLD) is to foster the advancement of minority youth in Central Indiana as future professional, business and community leaders by providing experiences that encourage personal development and educational attainment.

Position Overview:

This position provides administrative support to the Senior Manager of Fund Development and department staff for fund raising and organizational event management. Hired staff will assist with data entry, tracking gifts and sponsorships, generate various mailing lists, and other reports, research information on potential funding opportunities, research potential vendors, handle correspondence and will interact and coordinate activities with CLD staff and volunteers. This position requires a dedicated team player; discretion at all times and may manage confidential information periodically.

Position Description:

- Manage CLD's donor database, gift processing, and budget tracking.
- Assist with all activities related to planning and implementing events including the Minority Achievers Awards Dinner & Scholarship Gala and Golf Outing.
- Coordinate incoming and outgoing mailings for the department.
- Track responses to invitations to various events. Assists in determining final counts for attendance/reservations. Helps coordinate table assignments for meal events.
- Enter, update and retrieve data from our shared database management system.
- Research potential funding opportunities from foundations, corporations, organizations and individuals. Utilizes the Internet, emails, directories and other resources for research.
- Review funding guidelines and helps identify appropriate matches for various programs, events and operations. Provide written suggestions for potential funding sources for designated programs and events based upon research and referrals.
- Schedule, coordinate and attend meetings as needed.
- Assists with inventory department supplies and complete purchase order forms.
- Manage databases and coordinates large mailings such as the Annual Giving campaign.
- Assist in critiques and evaluations of events and other department activities.
- Perform other duties as assigned.

Skills and Qualifications:

Strong organizational and communication skills with excellent grammar are required. The ability to stay focused, work well under pressure and to interact well with a diverse group of people is imperative. The successful applicant must possess the following skills: computer data entry, hands-on experience with Windows 7 or higher, Microsoft Office, particularly Word, Excel and Outlook, use of the Internet, ability to effectively use a variety of office equipment such as multi-line telephone, copier and fax machine.

Physical Demands

Position may require evenings and weekends as job duties demand. Occasional lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies, etc.

To apply: Send cover letter, resume and salary requirements to Gail A. Bradford, CPA at gbradford@cldinc.org. No phone calls please.