



FUND FOR ADVANCEMENT OF MINORITIES THROUGH EDUCATION

Fund Development Assistant Job Description

Fund for Advancement of Minorities Through Education is a non-profit organization that provides need-based scholarships to African American students grades 4 – 12 to attend area independent schools. The position of Fund Development Assistant for the Fund for Advancement of Minorities Through Education is designed to provide a high level of support to the organization's fundraising efforts and the overall functioning of the office. The Fund Development Assistant reports directly to the Executive Director and is one full time member of a four person staff team.

This position requires:

- Excellent verbal and written communication skills
- Advanced computer skills
- Knowledge of software such as word, excel, and power point
- Meticulous attention to detail
- Self motivation and initiative
- The ability to work independently and within a team
- The ability to multi-task and prioritize
- Strong project management skills
- A passion for the work of the organization

Job responsibilities include (but are not limited to):

- Managing correspondence with funders
- Assisting with creation of organizational materials/documents
- Coordination of fundraising and programmatic events/projects
- Writing grants and funding requests
- Completing follow-up grant reports
- Processing Donations
- Filling/upkeep of donor related files
- Researching funding sources
- Maintaining funder/foundation related databases
- Maintaining the website
- Coordinating the quarterly newsletter

NOT FOR PUBLICATION:

Compensation/Benefits include:

- Salary \$30,000/year
- Standard individual health benefits included (additional cost for family)

Other Details:

- Schedule: 8:30am – 5:00pm with a 30 minute lunch break
- Attire: Business Casual

Please email resumes to assistant@famefund.org or mail to 555 Morewood Ave. Pittsburgh, Pa 15213