



JOB POSTING

JOB TITLE:	Fund Development Specialist		
PROJECT:	Idaho Voices for Children (IVC) and Idaho Center for Fiscal Policy (ICFP)		
LOCATION:	1607 W. Jefferson St., Boise, ID		
STATUS/HOURS:	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<u>20</u> Hours/week	<u>50%</u> FTE
FLSA STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
PAY:	\$17.24 to \$20.00 (depending on experience)		
REPORTS TO:	Community Outreach Director		
POSTING DATES:	December 12, 2018 – January 13, 2019		

JANNUS' CORE VALUES: *Compassion. Respect. Diversity. Creativity. Entrepreneurship.*

SUMMARY:

Idaho Voices for Children (IVC) and the Idaho Center for Fiscal Policy (ICFP) are two nonprofit, nonpartisan policy research programs under Jannus. Idaho Voices for Children advocates for children at the Statehouse. The Idaho Center for Fiscal Policy is dedicated to an open and accessible budget process for the state of Idaho and to the development of fiscal and economic policies that foster opportunity for all Idaho residents.

The Fund Development Specialist performs a wide range of administrative and office support activities for IVC and ICFP to facilitate the efficient operation of fundraising efforts and other projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand and support the IVC/ICFP mission, goals, and objectives;
- Plan and execute fundraising events for Idaho Voices for Children and the Idaho Center for Fiscal Policy;
- Assist IVC and ICFP with the maintenance and cultivation of donor relationships;
- Track current and prospective donors via an established database;
- Respond to the donor and prospective donor inquiries quickly, professionally and compellingly;
- Coordinate the Fund Development Committee and the Children's Champion Luncheon Committee of the Voices Advisory Board and schedule other advisory board and committee meetings;
- Research and identify new foundations and other prospective funding sources;
- Track grant proposal and reporting deadlines;
- Strengthen and protect IVC's and ICFP's reputation as the go-to source of credible, independent information on the economy and children's issues;

OTHER RESPONSIBILITIES:

- Process social media posts;
- Answer and direct phone calls;
- Process incoming and outgoing mail;
- Assist in the particular research projects, blog posts, and other work products, as needed;
- Prepare mailings, print name tags and sign-in sheets, and prepare other materials for fundraising events;

- Order office supplies, including special purchase requests;
- Maintain and monitor shared drives, including maintenance, revision, and uploading of information;
- Assist in creating and collaborating with other IVC/ICFP staff to update websites and make posts to social media;
- Regular and predictable attendance required.

QUALIFICATION REQUIREMENTS:

- Excellent verbal and written skills;
- Excellent time management skills;
- Strong interpersonal and communication skills and ability to work well in a diverse team environment;
- Excellent planning, organization, and problem solving skills;
- Comfort with running reports and generating communications in a donor management system;
- Proficiency in PC-based word processing, and spreadsheet (Excel);
- Successful fundraising and grant writing experience preferred;
- The ability to work both independently and as part of a team, the ability to prioritize and manage multiple tasks, and the ability to complete assigned projects under time constraints;
- The capacity to develop and to maintain collaborative relationships with the array of individuals and organizations interested in sound fiscal policy and policies that benefit children and families;
- Must have reliable transportation for travel to meetings within the Treasure Valley, a valid driver's license and able provide proof of state mandated liability insurance;
- Able to pass a criminal history and credit background check.

EDUCATION:

High school diploma or general education degree (GED). College degree strongly preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

WORKING CONDITIONS:

Works in general office environment and travels to venues or other outside facilities where meetings are held. National travel to attend conferences two to three times per year. Some evening or weekend hours may be required.

PHYSICAL REQUIREMENTS:

Must be able to tolerate heat and cold, and to drive to venues in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. May be required to lift up to 25 pounds.

TO APPLY:

Complete the required Jannus Employment Application available at www.jannus.org and send with your cover letter and resume to info@jannus.org, or fax to 208-336-0880 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

Jannus is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.

Rev 2/2/2016