

# **EAST END COOPERATIVE MINISTRY EMPLOYMENT OPPORTUNITY**

## **DEVELOPMENT AND PUBLIC RELATIONS DIRECTOR**

This position plans, directs and coordinates all development activities, major fundraising activities and special projects. This position supervises two employees and is a full-time salaried and exempt position.

### **Some duties include but are not limited to:**

Secure operating/financial support from individuals, foundations and corporations; work with established EECM individual donors; Develop and maintain ongoing relationships with major donors; Create and execute strategy for large sustained base of annual individual donors; Assist in developing, writing and tracking proposals and reports for all foundation and corporate fundraising; Ability to reach fundraising goals; Prepare revenue budget for the organization; Plan and coordinate all electronic and print fundraising appeals for various fundraising campaigns; Supervise and coordinate activities of workers engaged in maintaining Raisers Edge (development software) data entry and gift processing and volunteer efforts; Generate queries, reports, exports and other data collection; Supervise public affairs matters; Post and maintain social media presence; Attend events as determined advantageous to the organization; Organize open house and other events as determined by organization; Write press releases as necessary; Write and produce annual report.

### **Some requirements are but are not limited to:**

Excellent writing skills; Excellent computer skills with knowledge of Raisers Edge database a plus; Project management and goal setting skills; Relationship building skills---must be a "people person"; Must have flexibility and flexible schedule; Must be able to handle full plate plus; Ability to multi-task; Must have comfort level with personal solicitations; Excellent organizational and communications skills; Possess a valid PA driver license with 3 year clean driving record; Possess reliable vehicle that is available during work hours with current vehicle insurance; Act 33 and 34 clearances.

### **To Apply:**

Interested and qualified candidates may apply in confidence by submitting a cover letter, resume and compensation requirements. In addition, please send completed Employment Application by downloading at <http://www.eecm.org/job-opportunities/>.

Please email, fax or mail all documents to:

**Email:** [LexiN@eecm.org](mailto:LexiN@eecm.org)

**Phone/Fax:** (412) 345-7115

**Mail:** Human Resources/Operations Assistant  
East End Cooperative Ministry, Inc.  
6140 Station Street  
Pittsburgh, PA 15206

*Job Will Remain Open Until Filled*

**Equal Opportunity Employer**