

## **EAST END COOPERATIVE MINISTRY EMPLOYMENT OPPORTUNITY**

### **About East End Cooperative Ministry**

East End Cooperative Ministry is a 501(c)(3) non-profit, social service organization located in East Liberty. For nearly 50 years East End Cooperative Ministry (EECM) has been a community leader in confronting the issues of poverty faced by the region's most at-risk, disadvantaged, and underserved populations. We provide the tools for our clients to strive, dream and achieve—all through a graduated approach that addresses short term, mid-term, and long-term needs.

Our multi-faceted programs provide:

- Free meals and groceries for those struggling with hunger and food insecurity;
- Assistance with securing permanent housing for those who are homeless;
- Case management for individuals and families struggling with poverty, addictions, and mental health issues;
- Education and training for those with barriers to employment;
- Mentoring to help urban children and youth succeed in school, make healthy decisions, explore new interests, and value themselves.

We provide a community of hope, creating economic and social value for our area's distressed neighborhoods and communities.

### **DIRECTOR OF DEVELOPMENT**

EECM is seeking a talented, energetic and compassionate individual to lead the fundraising and community visibility efforts of this multi-service organization. The position will plan, coordinate and direct all development activities, oversee social media and publicity efforts, and support volunteer engagement. The Director of Development supervises two employees and is a full-time salaried and exempt position.

#### **Duties include but are not limited to:**

Secure operating/financial support from individuals, foundations, corporations; Support government relations efforts; Cultivate existing and new relationships with major donors; Create and execute strategy for annual giving campaigns, both print and electronic; Write and track proposals and reports for all foundation and corporate fundraising; Create comprehensive plans to reach fundraising goals; Prepare contributed revenue budget for the organization; Supervise and coordinate activities of direct report who manages Raisers Edge (development software) data entry, gift processing, data collection and reporting; Supervise direct report who manages volunteer efforts; Maintain social media presence; Attend events as determined advantageous to the organization; Organize special events as determined by organization; Write press releases; Manage the production of annual donor report.

#### **Requirements include but are not limited to:**

Excellent writing skills; Proficient computer skills with knowledge of Raisers Edge database a plus; Project management and goal setting experience; Relationship-building talent—must be a “people person”; Must have flexibility and flexible schedule; Must be able to handle full plate; Ability to multi-task; Must have comfort level with personal solicitations; Excellent organizational and communication 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:**

Applications must be received by September 15<sup>th</sup>. 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

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Equal Opportunity Employer