



Position Title: Fund Developer & Special Assignment Specialist

Department: Administration

Position Summary

Under the direction of the Executive Director, the Fund Developer & Special Assignment Specialist will play a critical role in WEST's growth and mission fulfillment. The Fund Developer & Special Assignment Specialist requires expertise in fundraising and the ability to handle special assignments that contribute to the organization's strategic goals and support the organization's unique projects and initiatives. Through this position the Specialist will assist with strategic event planning, project management, multicultural communications, community outreach, and other development activities to help the organization meet its revenue goals and access the resources necessary to fulfill its mission.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Planning and formulating comprehensive fundraising initiatives, strategies, identifying key priorities, target audiences, and revenue targets.
- Cultivate and maintain relationships with donors, sponsors, and granting institutions. Engage in personalized stewardship activities to strengthen donor engagement.
- Generate persuasive and impactful fundraising materials, including grant and proposal writing, donor communications, newsletters, and social media content. Maintain consistent messaging aligned with the WEST's mission and values.
- Take the lead on special projects and initiatives as directed by the Executive Director. This may include conducting research, feasibility studies, or overseeing mission-critical projects.
- Collaborate in the planning and execution of fundraising events. This includes defining event objectives, managing budgets, coordinating logistics, and ensuring the successful realization of events. Monitor project timelines, budgets, and resources to achieve desired outcomes.
- Identify, explore, and establish opportunities for community engagement and partnership development. Expand WEST's network of supporters and advocates.
- Analyze fundraising data and donor trends to inform strategic decision-making. Generate reports and insights to refine fundraising strategies and maximize outcomes.
- Planning and executing the annual IWD event, Lottery, and other fundraising events and public programs, ensuring necessary follow up after fundraising events.
- Attendance at WEST-sponsored events.
- Other duties as assigned.

Fund Developer & Special Assignment Specialist



QUALIFICATIONS:

- A Bachelor's degree in a relevant field, such as Nonprofit Management, Fundraising, Public Relations, Communications, or Business, is preferred, and/ or relevant experience.
- 1 to 3 years of experience in the areas of event planning and special events.
- Effective communication, organization and time-management skills.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, mail merges, email and web searches.
- Flexibility regarding assigned work hours and location
- Ability to demonstrate time management and prioritization skills.
- Ability to respond and adapt to new systems and applications.
- Demonstrate flexibility with working situations, Able to work individually and as part of a team

ESSENTIAL SKILLS:

- Excellent communication and writing skills
- Ability to work diligently with minimal supervision
- Strong Computer Skills
- Ability to complete tasks fully in a timely and quality manner
- Ability to maintain poise, quality of work and efficiency during busy times
- Strong analytical and interpretive skills
- Ability to evaluate and prioritize tasks
- Must be self-motivated, well-organized and possess excellent writing and speaking skills.
- Must be able to promote dialogue, collaboration and influence and empower others
- Demonstrable practical experience working with diverse groups and a variety of tools

Apply in writing with a cover letter and resume to: careers@westofwindsor.com

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)

Fund Developer & Special Assignment Specialist