

Development Assistant

Written by New Community Shelter
Wednesday, 03 February 2016 11:24 -



GREEN BAY - The New Community Shelter, a non-profit organization with a mission of helping people experiencing homelessness and feeding hungry children and adults (www.newcommunityshelter.org)

We have an exciting full-time opportunity for a person wanting to join the Development team!

This newly created position will play an important role within the department with primary responsibility for administrative tasks related to marketing and fundraising. Major duties will include database management, donor relations, special projects and events, mailings and others as assigned by Director of Development.

Qualified candidates should have general office experience, high attention to detail, excellent organizational skills and the ability to work collaboratively within a team. Candidates should also be highly proficient in Microsoft Office and have previous database experience. This position reports to the Director of Development.

Applications accepted through Wednesday, Feb. 17.

Send cover letter and resume to: KrisO@newcommunityshelter.org

Or

Mail to:

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