

Development Coordinator (Part-Time)

Company Details:

Make An Impact Foundation (MAIF) promotes the education and well-being of children by identifying those in need and creating opportunities to produce change in their lives. MAIF operates three pathways that work to carry out the overall mission: My Corporate Impact, MAIF Kids Learn and MAIF Kids Play.

Development Coordinator:

Coordinator's core responsibilities include:

- Developing fundraising plans and strategies
- Increase the My Corporate Impact Fund program by developing corporate collaborations
- Securing new and sustain existing financial support
- Attending special events and business functions to network and represent our foundation
- Helping the foundation reach its annual fundraising goals

Responsibilities:

Develop and implement strategies that engage the community to increase the My Corporate Impact business count and secure associated funding as top priority

Attend business functions to enhance community awareness of the foundation to lead to an increase in My Corporate Impact business counts, including but not limited to, Chamber of Commerce, Human Resources Conferences, Affinity Group Events

Build out and manage the community ambassador program by utilizing the current technology and CRM platforms.

Recruit, train, and support community ambassadors / volunteers

Collaborate with internal teams to assist in organizing events and other initiatives

Monitor and report on the effectiveness of our community engagement efforts

Assist in other duties, as needed

Skills and Qualifications:

Well-connected throughout the greater Lake Norman (LKN) and Charlotte, NC community

Bachelor's degree in a related field or equivalent experience; marketing, advertising, or business finance

Strong communication and interpersonal skills

Excellent organizational and multitasking abilities

Previous experience in community engagement or volunteer management is preferred

Benefits:

Remote office work schedule, but not an entirely work from home position

20 hours per week with opportunity for full time

****Interested in this opportunity to make an impact in the Lake Norman Community, send an email to info@makeanimpactnow.org with "I Can't Wait to Make an Impact" in the subject line. Please share why you think you'd be a great addition to our team.