

Citizens Research Council of Michigan Fundraising Director

Company Overview

The Citizens Research Council of Michigan is a 108-year-old, privately funded, not-for-profit public affairs research organization. Our work helps to achieve sound governmental policy through factual public policy research on issues concerning Michigan's state and local governments.

The Citizens Research Council is noted for the accuracy and objectivity of its research. Over the years, the Research Council has made significant contributions to the ongoing debate over the appropriate role of government and has gained vast experience in virtually every facet of state and local government.

Learn more at www.crcmich.org.

Job Overview:

The Research Council is seeking a Fundraising Director to work with the President of the Research Council to execute strategies related to general operating support, grant writing, soliciting sponsors for annual fundraising dinner, events to raise awareness of the organization, and campaigns for support from individuals.

General responsibilities all involve managing and maintaining our donor management software (Bloomerang), creating an annual fundraising plan, and donor stewardship.

The fundraising director will work in person from our Livonia, MI office.

Responsibilities and Duties:

Generating Corporate Support

- Develop a robust pipeline of corporate donors
- Draft solicitation letters and invoice businesses that have contributed in the past
- Develop strategies to recapture previous donors
- Research and solicit business leaders interested in public policy to attract new donors
- Arrange and attend in person corporate donor visits
- Accompany the organization's president at high profile donor solicitation meetings
- Work with members of the board of directors on strategies for successful campaigns
- Develop and execute a successful Board of Directors Annual Fundraising Campaign

Grant Writing

- Seek opportunities for private, corporate, community, and family foundation support
- Write grant proposals seeking general operating support and to fund individual research projects
- Report to funders during and at the conclusion of grants

Generating Dinner Sponsors

- Develop a robust pipeline of Annual Dinner sponsors
- Work with honorees to generate sponsor list from Honoree's network and create host committees
- Manage host committee members to coordinate initial contacts with potential sponsors and follow up
- Work with Research Council team to recognize sponsors in event-related materials
- Follow-up with sponsors to recognize contributions and encourage future support

Organizing Branding Events

- Coordinate with research staff to create in-person and online presentations on recently published papers
- Solicit board of directors and others to create invitation lists
- Collaborate with Research Council team to create invitation and web page and manage registrations
- Create post-event communications to solicit support

Generating Individual Support

- Develop a robust pipeline of individual donors
- Generate letter and email campaigns to solicit donations from individuals
- Arrange and attend in person individual donor visits
- Work with Research Council team to ensure website attracts funders and is conducive to online transactions

Qualifications and Skills:

- Bachelor's degree or equivalent experience required
- Minimum of five years of sales and/or fundraising experience required
- Proven experience in developing strategies for donor retention and growth
- Proficient in Microsoft Office Suite and donor management software
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Exceptional interpersonal and customer service skills.
- Previous experience in an administrative role.

Benefits for you:

- Competitive salary
- Medical, Dental, and Vision plans
- Flexible Spending Account
- PTO and Holidays
- 401K plan with employer matching
- Disability and insurance: short and long term

The Citizens Research Council of Michigan is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Resumes can be sent to:

Eric Lupher, President
Citizens Research Council of Michigan
elupher@crcmich.org