**MARKETING AND DEVELOPMENT COORDINATOR**

The primary responsibility of this position is to secure funds from a variety of funding sources to support the programs and activities of ACCESS. Fundraising responsibilities include but are not limited to:

* Proactively interact with the general public
* Identify prospective donors and cultivate donor relationships
* Develop and oversee implementation of comprehensive marketing and development plan
* Develop relationships that will assist in annual giving, major gifts, and planned giving
* Focused effort to increase financial support and increased awareness for ACCESS including goals and monitoring success
* Responsible for aspects of giving to support ACCESS including receiving, tracking, acknowledging and receipting gifts and maintaining donor database
* Organize and manage revenue producing campaigns including annual appeal and church appeal campaigns through in-person, direct mail, online request methods, etc.
* Develop and coordinate ACCESS fundraising events and work with the fundraising committee to support activities
* Research grant opportunities, write corporate, community and foundation grants, and assist with reporting and compliance processes
* Oversee and assist teams in organizing public relations, and awareness campaigns, and outreach activities
* Manage and update ACCESS’ website and social media sites
* Produce and oversee ACCESS promotional materials including brochures, newsletter, and annual reports

The ideal candidate will have a Bachelor’s degree in a related field and experience in marketing/fundraising/development. In some situations, work experience can replace the education requirement. Pay is $35,000 – 45,000. **Are you interested? Please email your resume and cover letter to michelle@assaultcarecenter.org**