FUND DEVELOPMENT ASSOCIATE Job Posting

The Center for Michigan, publisher of Bridge Michigan and BridgeDetroit, seeks a full-time Fund Development Associate to join our team to help support our civic mission and support our growing team of talented journalists.

We are seeking a detail-oriented individual to join our Earned Revenue team as a Fund Development Associate to help take our nonprofit organization to the next level as we increase our earned revenue. This is a great position for an individual who thrives working in a fast-paced, collaborative environment, and who would enjoy helping us be even more effective than we already are.

In this role, you will have primary responsibility for managing our gift processing, and maintaining and updating our Salesforce donor database. With your teammates, you will also work on a wide range of projects such as appeals, special events and stewardship activities.

Our ideal candidate will be eager to support one of the nation's most innovative news organizations, and will possess a basic familiarity with fundraising, including ideally some experience with major donors and/or foundations. The right candidate will be smart, organized, and entrepreneurial, with strong communication, project management, and analytical skills.

The Fund Development Associate will work closely with our entire Earned Revenue team, particularly our Membership & Engagement Director, to:

- maintain the Center for Michigan's data integrity, improvement and analysis;
- assist in donor research to maximize fundraising revenue, communication impact and outreach;
- provide excellent customer service to internal and external constituents;

- oversee team document and data management; and
- respond to reader and donor inquiries.

The candidate will demonstrate experience working with Customer Relationship Management software (CRM) systems, preferably Salesforce, and will assist the Center's Earned Revenue team to effectively utilize the CRM system.

The candidate will have a combination of the following skills and attributes:

- Outstanding communication and interpersonal skills, both verbal and written; ability to write clearly and compellingly.
- Proven project management and task management ability in a deadline-driven environment.
- Superior attention to detail, with excellent analytical skills.
- Flexible and comfortable in a work environment where multitasking is the norm, the pace is fast, and priorities will evolve.
- Ability to work both independently and as a team player.
- Excellent organization skills, professional demeanor, positive attitude and a sense of humor.
- Interest in becoming part of an entrepreneurial nonprofit organization, an openness to new ideas and a willingness to be flexible.
- Proficient with office software, primarily the Google Suite; customer relationship management tools (Salesforce), newsletter tools (MailChimp), and document management solutions (Dropbox, Google Drive)
- Bachelor's degree preferred or equivalent experience.
- One to two years of relevant professional experience is preferred (e.g., database management, project management, prospect research, nonprofit operations); development experience is preferred.

The position will be expected to work out of the Center for Michigan's Ann Arbor area office in a hybrid work-from-office/work-from-home environment, spending approximately 2-3 days a week in the office working with other Center staff. The position reports to the Center for Michigan's Membership & Engagement Director Amber DeLind.

How to Apply:

Position is open until filled. Please submit brief answers to the questions below and resume to jobs@centerformichigan.org We will be glad to hear from you, and will do all we can to answer any questions you have about the Center for Michigan, the role and the hiring process.

Three questions to answer in brief in lieu of a cover letter:

1. What about this position compelled you to apply?
2. What personality traits do you possess that make you a good fit for this position?
3. Describe how you would help Bridge enhance the usage and functionality of its CRM database.

About the Center for Michigan

Founded in 2006, the Center for Michigan is a nonpartisan "think and do tank" which seeks to improve citizen engagement and public education in Michigan through in-depth journalism and engagement. The Center publishes Bridge Michigan which is a nonprofit, nonpartisan news organization that provides passionate and rooted Michigan readers with honest, fact-driven journalism on the state's diverse people, politics, and economy. The Center also publishes the editorially independent BridgeDetroit which is a non-profit news and engagement organization that is laser-focused on lifting up the issues that Detroiters themselves identify as important to their lives. The Center is a nonprofit that relies on the support of individual member donations, sponsorships, and philanthropic support.

The Center for Michigan offers competitive salaries and flexible work arrangements.The targeted compensation for this position begins at $45,000 annually. Our offices have a casual environment and we respect work-life balance. Benefits at the Center for Michigan include:

- medical, vision and dental insurance
- 4-6 weeks of maternity/paternity/adoption leave
- minimum three weeks paid time off per year

The Center for Michigan is an equal opportunity employer, committed to diversity in our workforce and creating an inclusive environment. As we are working towards building an organization that better reflects the communities we serve, we especially encourage members of traditionally underrepresented communities to apply, including people of color, women, members of the LGBTQIA+ community, and people with disabilities.

All qualified applicants will receive consideration for employment. The Center for Michigan will not discriminate in its employment practices due to an applicant's race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, disability/handicap, height, weight, marital status, familial status, veteran status, citizenship, or any other classification protected by federal or state law or local ordinance.