



## **FUND DEVELOPMENT SPECIALIST Job Posting**

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

We're looking for an entrepreneurial fundraising specialist to connect mission-aligned companies, organizations and institutions to Bridge Michigan's mission and readership through institutional membership, advertising and sponsorships. The specialist will join us in our commitment to providing passionate and rooted Michigan readers with honest, fact-driven journalism on the state's diverse people, politics, and economy.

The Fund Development Specialist will work closely with our entire team to:

- Maintain and grow relationships and funding with institutional supporters of Bridge Michigan's mission - including donations, sponsorships and advertising;
- Identify promising sponsorship, advertising and institutional membership prospects and cultivate partnerships with them;
- Focus on fulfillment of benefits and stewardship of new and prospective investors;
- Engage in donor research to maximize fundraising revenue, communication impact and outreach;
- Serve as part of a team dedicated to provide excellent customer service to internal and external constituents.

### Key Responsibilities/Capabilities

- Cultivate new sponsors and institutional members
- Build relationships with existing sponsors and institutional members
- Plan and host in-person and virtual meetings and gatherings to promote development activities and relationships
- Identify, track and report out on status of prospective sponsors/members
- Finalize agreements with sponsors and coordinate with fund development and production team to insure fulfillment and reporting on promised benefits
- Track and record all fundraising and sponsorship activity
- Proficiency working with CRM systems, preferably Salesforce
- Develop and implement strategy to meet or exceed quarterly and yearly revenue goals

The specialist will join a collaborative fund development team that is also actively pursuing support from philanthropy, individual members, and major donors to sustain an annual budget of more than \$5 million for Bridge Michigan and BridgeDetroit. While the specialist will be focused on [Bridge Michigan](#) opportunities, the fund development team also provides support to the strategies and fundraising of sister publication, [BridgeDetroit](#).

The full-time position will be expected to work out of the Center for Michigan's Ypsilanti 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. The specialist will report to the Chief Operating Officer of the Center.

### How to Apply

Position is open until filled. Please submit brief answers to the questions below and a resume to [jobs@centerformichigan.org](mailto:jobs@centerformichigan.org) with "Development Specialist" in the subject line. 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 approach increasing the number of institutional supporters for Bridge Michigan?

### About The Center for Michigan

Founded in 2006, the Center for Michigan is a nonprofit organization dedicated to making Michigan better through high-quality, nonpartisan journalism and engagement.

The Center for Michigan offers competitive salaries and flexible work arrangements. The targeted compensation for this position begins at \$65,000 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.