



## **Canopy Studio Seeks Part Time Development and Volunteer Coordinator**

Canopy Studio seeks a part-time development director to head our ongoing fundraising needs specific to a Capital Campaign. Reporting to the Executive Director, this professional must have an established background in coordinating nonprofit donation strategies and staff/volunteer leadership.

This role involves organizing large-scale fundraising initiatives, working with board members, managing our Capital Campaign Fund, and building relationships with donors, staff and volunteers. The development director will also work with our Executive Director and Board Treasurer with implementing major giving and planned giving fundraising strategies.

Our ideal candidate will have a bachelor's degree and a minimum of five years of fund development experience, preferably in the education and nonprofit fields. They should also be familiar with Network for Good nonprofit software, donor databases and other fundraising technology to use in their daily job duties.

Applications will be accepted through January 31st and early submissions are encouraged. Please send application materials (resume, cover letter, references and salary requirements) to

Ann K Woodruff

[ann@canopystudio.org](mailto:ann@canopystudio.org)

### Main Tasks:

- Planning and evaluating Capital Campaign fundraising campaigns and activities.
- Identifying and stewarding prospective donors.
- Collaborating with Canopy Board Members and Canopy Staff.
- Recruiting and training volunteer leaders.
- Maintaining awareness of fundraising trends and the nonprofit community.

Daily Activities might include:

- Creating solicitation materials for the fundraising team using our image and video library and further developing our current fundraising narratives.
- Communicating with donors and staff via email, phone or social media.
- Answering donor and staff inquiries in a timely fashion.
- Using prospect research tools and your donor database to build donor relationships.

**Desired Skill Set:**

- Superb written, verbal and interpersonal skills.
- Time management and flexibility with job duties.
- Fundraising software and tools expertise.
- Creative, self-starter attitude.
- Donor and volunteer service mentality.
- Organized and inspiring team leader.