



Fundraising and Development Manager (approx. 28-32 hours/week)

Maine-Niles Association of Special Recreation

Contact Name: Keli Stonitsch

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Contact Phone: 184-779-1831

Closing Date:

Salary: \$27-\$31/hr

Description:

Do you have fundraising experience and seek to be part of a team making a difference in the lives of individuals with disabilities? Maine-Niles Association of Special Recreation (M-NASR) is seeking a detail oriented, highly motivated applicant looking for meaningful work as a Fundraising and Development Manager! This position will coordinate and lead all agency and foundation fundraising events and campaigns, donor and sponsor solicitation, and grant research and writing. The fundraising events include a 300-person dinner and auction, 125-person mini-golf outing, and a bingo night. This position will also serve as the liaison to the fundraising board, the Liponi Foundation. M-NASR, located in the northwest suburbs of Chicago, has been providing recreational programs and services to individuals with disabilities since 1972. Today we serve over 1,300 children and adults in more than 600 programs, trips, and special events each year within our seven member districts:

Des Plaines Park District – Golf-Maine Park District – Morton Grove Park District – Niles Park District – Park Ridge Park District – Skokie Park District – Village of Lincolnwood Parks & Recreation

In exchange for outstanding project management and fundraising outreach skills, M-NASR is offering a starting rate range of \$27-\$31/hr. This is a non-exempt, part-time (approx. 28-32 hours per week), Monday-Thursday position with hours that fluctuate with occasional fundraising or agency evening and/or weekend events. Employees also receive the following benefits: IMRF pension participation; optional 457 deferred compensation; paid time off including vacation, sick, and personal time; and (depending on avg hours worked) health/dental insurance.

Essential Job Functions Include:

- Develop and coordinate fundraising strategies and events to support M-NASR's programs and mission.
- Project lead of all aspects of fundraising campaigns and events while working cooperatively with the Liponi Foundation Board.
- Maintain financial records of donors, sponsors, and financial aid.
- Manage the recognition of the sponsors, donors, and volunteers of events.
- Establish relationships with various community stakeholders, Member Districts, and other

community organizations.

- Promote and present M-NASR services through community partnerships and outreach.
- Research and prepare grants and funding opportunities.
- All other duties as assigned.

Qualifications and Requirements:

- 5+ years of experience in events management, fundraising, and donor cultivation.
- Excellent written and oral communication skills.
- Proficient with the Microsoft Business Suite (i.e., Excel, Word, Outlook).
- Comfort with standard fundraising technology, including online donor platforms (GiveSmart experience a plus).
- Ability to work independently in a deadline-oriented team environment.
- Ability to prioritize and execute fundraising project deadlines.
- Demonstrate the ability to cultivate relationships with donors and sponsors while promoting M-NASR's mission.
- Excellent organization skills and attention to detail.
- Knowledge and experience in grant writing, preferred.

To join our team, candidates can email a resume and cover letter to Human Resources:

kstonitsch@mnasr.org

For more information please visit: <https://mnasr.org/>

M-NASR is an Equal Opportunity Employer