

Fundraising Director

Select Enterprises – Madison, WI

Job Description

If you're a "people person" seeking a rewarding career that helps people, then consider this position! You'll be helping schools, civic groups, non-profit organizations, service clubs, churches, youth groups, etc. raise funds for their worthy causes by utilizing the popular Bucky Book as a fundraising initiative.

The 25-year-old Bucky Book is looking for a Fundraising Director responsible for the growth, support and maintenance of our fundraising division. Many of our participating fundraising groups have been with us for years but we want you to bring a fresh approach and innovative ideas to find new groups to work with as well. You will maintain existing accounts and nurture new relationships with qualified organizations providing them with the service and support they need for a successful campaign marketing the Bucky Book and beyond!

DUTIES:

- Update and maintain contact listings of schools, community organizations, non-profit groups, youth groups, churches, etc. throughout So. Central WI for a constant source of fresh leads to generate new accounts.
- Call leads to introduce the campaign and provide them with participation options.
- Attend occasional evening meetings and weekend events to propose the campaign and generate new leads.
- Acquire, service and maintain qualified groups by building rapport and providing them necessary support materials, training and cooperation to increase their profits.
- Manage and coordinate distribution and collection of product while maintaining customer accounts.
- Produce updated sales proposals, contracts and support materials from existing templates.

EXPERIENCE REQUIRED:

- Good public speaking and verbal communication skills -- a "people person."
- Minimum of 2 years of successful sales or customer service experience. Fundraising & marketing experience is preferred.
- Must be self-motivated, highly organized with attention to detail and efficient in multi-tasking.
- Ability to phone outbound sales calls to garner interest and forward proposals.
- Proficient in basic Microsoft Office with enhanced experience in Excel a plus.
- Valid driver's license required for occasional outside meetings and events with company vehicles.

This position offers a base salary & many benefits are available including retirement plan.

PLEASE read the above thoroughly and ONLY send your resume and references if you truly feel you fit this position. Include your ideal income range.

Please send your resume and salary restrictions to the Bucky Book office.

Job Type: Full-time