



Nurturing and Caring for Orphaned and Vulnerable Children for over 25 Years

Fundraising Assistant

Provo, UT

Mothers Without Borders offers hope to orphaned and vulnerable children by nurturing and caring for them as if they were our own. We focus our work in Zambia, Africa where we partner with and support local organizations, empower women, and care for the most vulnerable children. We provide food, housing, and education for children while also offering adult caregivers literacy and business skills training.

We are looking to hire a part-time Fundraising Assistant to help us in our efforts to double our annual operating budget over the next two years. The fundraising assistant will provide support in all fundraising efforts run by Mothers Without Borders. The ideal candidate will have well-honed sales and/or fundraising skills, a positive attitude, and possess the ability to do the day-to-day fundraising work with passion. Join our collaborative, growing, dynamic team.

RESPONSIBILITIES

- Assist COO, CEO, and Fundraising Director in all activities related to raising funds.
- Be our donor database guru. Ensure perfect tracking of donor data.
- Assist with the management and growth of a diverse portfolio of major donors including individuals, family foundations, and corporations.
- Support the development and execution of fundraising events.
- Support the creation of new fundraising initiatives.
- Research donor giving history in preparation for meetings.
- Research potential grants and assist in application process.
- Send monthly newsletter emails to donor database.
- Write thank-you notes to donors.
- In collaboration with the COO, develop creative and impactful content and reporting that connects major donors with our work and their impact, to increase renewal rates and gift size.

MUST-HAVES

- 2+ years of successful fundraising or sales experience
- Demonstrated ability for handling multiple tasks simultaneously without dropping anything
- The ability to bring fuel for innovation, change, and growth to our team
- Be a detail-oriented implementer
- Superb interpersonal and communication (written and oral) skills, including the ability to inspire people
- Strong understanding of technology, and ability to learn new tech quickly (Raiser's Edge a plus)
- Relentless passion for and commitment to our mission serving women and children in Africa
- Ability to participate in evening and weekend events

SKILLS

You're a strategic thinker.

You have the social intelligence required to help build scalable models that leverage the Mothers Without Borders brand, assets, relationships and opportunities to meet aggressive growth goals.

You have a team ethos and love working with people.

You thrive in a creative, inventive, fast-paced startup environment, with people who are passionate about their work and mission. People enjoy working with you because they know they can trust you.

You're self-motivated.

You see something that can be improved, and you don't wait to fix it. You have a strong desire to make Mothers Without Borders a world-class nonprofit.

LOCATION

This opportunity is for those located in (or willing to relocate to) the Provo, Utah area only.

COMPENSATION

This opportunity is for part-time employment ranging from 25-30 hours per week. Compensation between \$12-\$16 / hour depending on experience with possible commissions.