



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

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## Fundraising Assistant

The Fundraising Assistant is responsible to assist in the execution of the fundraising strategy under the direction of the Fundraising Manager. You will be a team player as we successfully implement fundraising appeals and events (including a successful annual fundraising gala). You will support the Fundraising Manager and the rest of the Fundraising Team in all relationship building efforts and will bring passion, joy, and light to all who you connect with in support of the mission of Mothers Without Borders. Additionally, you will run the Mothers Without Borders childcare project.

### Key Responsibilities

- Assist with all donor prospecting efforts.
- Work with the stewarding team to effectively thank and inspire all donors.
- Your stewarding responsibilities include:
  - Send a Welcome Packet to first time donors and new monthly donors.
  - Check Facebook daily for new/continuing fundraisers.
  - Keep an updated list of monthly donors needing an annual phone call for Liz to work off of.
- Assist the fundraising team with all appeals and events.
- Update our database with relevant donor relationship information. Be an expert in all things Raiser's Edge and support database maintenance and cleaning efforts.
- Provide care for groups of children through the Mothers Without Borders childcare project.

### Must-Haves

- The ability to connect with people on a personal level
- You are a detail-oriented implementer
- You are great with technology and can learn new systems quickly
- You are a self-starter
- Ability to participate in evening and weekend events
- You enjoy helping children have fun experiences

### Skills

**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. You're excited to work cross-functionally with other team members and enjoy bringing people together to achieve a goal. People enjoy working with you because they know they can trust you.



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**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 & Compensation**

- This position requires you to work from the Provo, UT office. Partial remote work is a possibility in the future.
- This is a part-time, hourly paid position \$11-\$13 depending on experience. The expectation is that you will work a minimum of 20 hours per week.