



**Position:** Fundraising and Development Specialist

**Classification:** Exempt

**Reports to:** Executive Director

**Last Updated:** 12/19/2024

The Fundraising and Development Specialist plays a critical role in developing and implementing strategies to secure funding for the association. They will be responsible for identifying grant opportunities, cultivating relationships, organizing fundraising campaigns, and managing donor databases, collaborating with committees, and general support to activities. The specialist will work closely with the Executive Director to achieve the association's financial goals and support its mission.

## **Key Responsibilities**

### **I. Fundraising Responsibilities**

- Collaborate with the Development Committee and Team to develop and implement annual fundraising plans to meet the organization's year-round initiatives.
- Work with the Executive Director and relevant committees to coordinate fundraising efforts to ensure the organization reaches its annual fundraising goals, including sponsorship and exhibit revenues
- Ensure adequate completion of projects within set budget and timeline.
- Work to secure sponsorship and grants for the client's annual meeting and pursue year-round partnership opportunities.
- Conduct prospect research to seek new and appropriate partnerships with foundations or organizations.
- Develop and maintain strong relations with key stakeholders including industry partners and other organizations with whom the Association collaborates with
- Maintain a comprehensive fundraising database that captures all relevant information for donor tracking, outreach, and retention.
- Develop webpages, communications, and related social media content for sponsorship and fundraising campaigns.
- Manage sponsor relations and deliverables including all communications.
- Maintain relationships with existing donors (individual, foundation, and corporate), improve retention, and identify new opportunities.
- Prepare and submit grant proposals and applications.
- Ensure distribution of contribution acknowledgments to associations donors

### **II. Meetings Responsibilities**

- Support onsite registrations and logistics
- Serve as liaison to sponsors and exhibitors, ensuring their needs are met leading up to and during the Annual Meeting.
- Develop exhibit and sponsorship prospectus based on the needs of the client's strategic partners.
- Tracking and fulfillment of sponsor and exhibitor benefits for the Annual Meeting.
- Oversee and manage all relationships with exhibitors
- Process applications, payments, table or exhibit placement and other deliverables.

### **III. Administrative and General Support Responsibilities**

- Manage phone lines and all other correspondence in a timely and professional manner.
- Manage the Association's info inbox to assist with inquiries and questions from members
- Maintain an orderly filing system to ensure easy retrieval of documents, records, and reports



- Provide committee oversight and support with managing meetings and conference calls by scheduling, circulating invitations, tracking attendance, agenda and supporting materials, meeting minutes, and action item follow-up.
- Prepare invoices, memos, letters, and other documents
- Assist with researching, assembling, and analyzing statistical data to prepare reports
- Support organizational programs including annual meetings and virtual meetings as requested
- Assist with maintaining and updating client(s) website, database, and directory to ensure it stays up to date.
- Support routine updates to the website.
- Ensure adequate completion of projects within set budget and timeline.
- Review operating practices and recommend efficiencies and improvements where needed
- Attend required GMP meetings and events and participate in GMP trainings.
- Foster a positive and inclusive work environment that encourages teamwork, creativity, and continuous learning.
- Perform other duties or projects as assigned.

#### **Minimum Knowledge, Skills, and Abilities**

- High School diploma/GED, Associate's degree, Bachelor's degree in communications, business, marketing, public relations, event management or related field.
- Minimum of 3 years of relevant experience in fundraising, communications, and/or event support.
- Proficient computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook).
- Excellent communication skills to include writing, speaking and the ability to adapt communication style to fit the situation and audience.
- Excellent organizational and time management skills; ability to plan and coordinately work independently balancing multiple work demands in a fast-paced environment.
- Excellent interpersonal skills with the ability to develop strong relationships that instill trust and confidence.
- High level of attention to detail in all aspects of work, particularly in communications and data management.
- Basic skills in graphic design software (e.g., Canva) for creating marketing materials.
- Ability to lead multiple projects, set priorities, schedule staff assignments, and manage multiple deadlines.
- Ability to collaborate and empower internal and external teams.
- Ability to adapt to changing priorities.
- Ability to work outside standard hours occasionally, including evenings and weekends.

#### **Preferred Knowledge, Skills, and Abilities**

- Association/Society experience preferred.

**Physical Requirements:** Primarily sitting work, exerting up to 20 lbs. of force occasionally. Primary working while sitting, with occasional walking, stooping, crouching, and kneeling; frequent fingering, grasping, typing, talking-speaking clearly, hearing-conversation, and seeing-nearby.

- Ability to occasionally assist in client meetings and events.



- Must be able to travel nationally and internationally (1-3 times per year)
- Must be able to stand and walk for long periods of time (minimum of 8 hours) for 5 days.

**Work/Environment:** Moderate noise level consistent with an office environment.

**Personal/Physiological:** Interaction with people, working around people, planning of activities, making judgements in emergency situations, delegating work, and holding oneself and others accountable for meeting deadlines and finishing work, frequent changes in duties and volume of work, intra-organizational and client communication.

### **About Us**

Global Management Partners (GMP) is a full-service association management company (AMC) located in Roseville, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

**GMP's Mission:** To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

**GMP's Vision:** To make a positive impact globally by sharing our expertise, skills and resources with our partners.

**GMP's Core Values:** Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

**GMP's Position Statement on Diversity:** Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at [www.gmpartners.org](http://www.gmpartners.org) for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.