

DETROIT AREA AGENCY ON AGING
POSITIONS AVAILABLE

TITLE:	Fund Development & Special Events Specialist
REQUIREMENTS:	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor of Arts Degree from an accredited college/ university <p>Experience:</p> <ul style="list-style-type: none"> • Minimally (3) years serving in a non-profit industry • High level attention to detail and organization skills • Demonstrated skills to establish relationship with a diverse community and Faith Based Organizations • Ability to manage multiple projects • Outgoing and engaging personality with confidence to interact face to face with individual and corporate donors • Knowledge and experience with social media platforms and websites • Raisers Edge/Blackbaud • Email Marketing (Constant Contact) • Microsoft 365 • Online event tools (EventBrite) <p>DESCRIPTION: Responsible for assisting with all aspects of agency fund development and special events. Contribute to the administration of the agency's public relations program, advocacy/promotional campaigns, maintaining and monitoring of agency web site and social media platforms.</p> <p><u>Servant leadership:</u> The individual should have a willingness and desire to focus on the growth and well-being of people and the communities in which we serve. The successful candidate must have outstanding communication skills, operates with a high degree of integrity and confidentiality, be committed to excellence and innovation and a passion for DAAA's mission & vision.</p> <p><u>Core Competencies:</u> This individual must be able to demonstrate strong analytical and problem-solving skills, exercise sound judgment, activities. The person should be forward-thinking and creative, with high ethical standards, and an appropriate professional image. Operate as a strategic visionary with effective communication, sound technical skills, analytical ability, good judgment and strong operational focus. Knowledgeable of Microsoft and other operational programs. Must have great</p>

	<p>inter-personal skills and be customer service oriented. Be a well-organized and self-directed individual who is a team player.</p> <p><i>The Detroit Area Agency on Aging is committed not to discriminate against any employee or applicant for employment, training, education or apprenticeship with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed or handicap.</i></p>
SUBMIT:	A resume and cover letter
CONTACT:	Human Resources at HumanResources@daaa1a.org
ADDRESS:	1333 Brewery Pk. Blvd, Suite 200 Detroit, MI 48207
CLOSING DATE:	October 19, 2020