

## Full Job Description

**Overview :** **Bridges to Recovery**, we are funded by a grant from Health Resources & Services Administration through the non-profit Marinette County Group Home Association, Inc. We help serve those struggling with substance use and support recovery efforts in the communities of Marinette County, Wisconsin and Menominee County, Michigan. We are here to help guide people through the recovery community by connecting them with others in recovery and providing access to area support services. At Bridges, we understand that recovery looks different for everyone and meeting people where they are at, allows people to recognize their own strengths to create a new life with meaning and purpose.

**Responsibilities as a Marketing / Donor Cultivation :** The duties include but are not limited to:

- Manage the records of new and existing donors.
- Determine new potential donors, and execute the solicitation life cycle.
- Engage current donors/supporters to make introductions to new donors within their networks.
- Manage the planning and execution of annual solicitation appeals.
- Maintain and manage prospect and donor records manually and electronically.
- Create short and long term plans for donor retention.
- Develop and implement plan to ensure continued engagement, network development, and fundraising events.
- Identify and create opportunities for donors to attend fundraising events /functions.
- Attend internal and external meetings, and community events as required.

### Required Qualifications:

- 2 years experience in a similar role.
- Bachelor's Degree, Master's degree in business, marketing, public relations or related field.
- Understanding of donor cultivation for NGOs preferred.
- Willingness to travel domestically 50% of the time.
- Excellent oral and written communication, and interpersonal skills.
- Exceptional planning and organizing skills, demonstrated ability to work independently, and work under pressure to meet changing priorities, deadlines and objectives.
- Outstanding verbal and written communications skills.
- Knowledge of MS Office, Google Suite is an added advantage.
- Ability to work with minimal supervision – self-motivated & confident.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Confident public speaking and able to express ideas verbally and in writing.

### Schedule:

- Volunteer / non-paid Internship
- On-Site
- Minimum 8 hrs per week

**Benefits :** Upon successful completion

- Experience Certificate
- Recommendation Letter