



## **Fund Development and Communications Assistant Job Description**

VCRD's Fund Development and Communications Assistant is charged to work directly with the Executive Director and the Operations and Communications Manager to help lead fund development, prospect outreach, and related work in line with our mission to support rural Vermont communities and advance policies that create a prosperous and sustainable future.

The Fund Development and Communications Assistant will provide leadership to plan and implement key aspects of VCRD's fund development and communications efforts including:

- Draft annual fund development and membership letters and outreach;
- Support VCRD Annual Report development;
- Research and add donor prospects to the database;
- Lead social media and on-line fundraising;
- Write and produce quarterly VCRD newsletters;
- Research additional leadership prospects and potential philanthropic partners;
- Work with the Executive Director and Fund Development Strategy Committee to prioritize prospects;
- Work with the Executive Director to schedule and strategize key donor contacts;
- Provide assistance in the development of customized letters for lead donors;
- Assist in grant writing, outreach and reporting as called upon.
- Collaborate in building relationships with major donors and prospects.

The Fund Development and Communications Assistant will be a part-time position at 16 hours a week based in the VCRD offices at 43 State Street Montpelier, Vermont. Compensation will be dependent on experience.