



## Coordinator, Community Outreach & Fund Development

Organization: Response USA for Relief and Development  
Title: Coordinator, Community Outreach & Fund Development  
Status: Part-Time, 20 hours/week  
Location: DMV – Washington DC, Maryland and Virginia  
Report to: Fund Development Manager

Response USA for Relief and Development, is a Virginia based 501 (c)(3) nonprofit organization whose vision is to have a peaceful, just and equitable world where everyone enjoys a life free of hunger, suffering and exploitation. For more information about Response USA's programs and approach is available at its website: <https://www.rusard.org>

With a view to mobilize support from individuals, corporations, and community institutions, Response USA is accepting applications for Community Outreach & Fund Development Coordinator position. This is a part time vacancy with opportunity to become full time for the right candidate.

### RESPONSIBILITIES:

- Undertake marketing of Response USA programs in communities and with potential donors and institutions e.g. local philanthropists, businesses, corporations, foundations, Islamic Centers, mosques etc.
- Identify annual fund raising goals and then develop plan, implement and coordinate fundraising activities.
- Identify and enroll volunteers for Response USA programs and fundraising efforts.
- Represent the organization at relevant networking events and disseminate information on its programs and campaigns.
- Respond to donor inquiries with accurate and timely information.

### QUALIFICATIONS:

- A college graduate with at least two years of experience in fund development/marketing or public relations
- Demonstrated experience of fundraising for a non-profit organization and cultivating community relationships;
- Ability to communicate clearly and effectively through writing and public speaking
- Strong interpersonal and organizational skills;
- Problem solving and proactive
- Ability to work independently with minimum supervision
- Excellent computer skills, including Microsoft Applications - Word, Excel, PowerPoint
- Ability to multi-task, prioritize and work under stress
- Comfortable to engage and communicate with people from diverse backgrounds and cultures



- Demonstrated success in establishing highly effective working relationships with key stakeholders to accomplish goals for an organization.
- Strong attention to detail and organizational skills
- Eligible to work in the USA

**HOW TO APPLY:**

Interested applicants forward their CVs, cover letter, and three references as part of their applications to [contact@rusard.org](mailto:contact@rusard.org) by January 18, 2020. Response USA for Relief and Development is an equal opportunity employer.