



## **Development Specialist Position Description**

Flourish, Kansas City's only furniture bank, is an equal opportunity employer and all candidates will be considered regardless of race, disability, sexual orientation, age, national origin, religion or gender.

Flourish is seeking a qualified individual to fill our Development Specialist role. This is a full-time, hourly non-exempt position with the opportunity for future advancement within our rapidly growing organization. The ideal individual for this role will have the skills for this position and a desire to serve the community in an environment that respects the dignity of all individuals. The Development Specialist reports to the Development Director.

<b>Hours</b>	<b>Salary</b>
40 per week	\$18.27 - \$20.19

Flourish operates Tuesday through Saturday.

### ***Objectives of this role:***

To support the planning and implementation of successful fundraising events.  
To research, write and submit grant applications that support the fundraising and development goals of the organization.  
To support the annual campaign and other fundraising efforts of the organization.  
To provide administrative support for the development functions of the organization.

### ***Responsibilities:***

- Research and write grants that support the fundraising and development goals of the organization working with the Director of Development and fundraising volunteers.
- Plan and implement Flourish's fundraising events working with the Director of Development, staff, and fundraising volunteers.
- Manage and oversee organization's CRM (Bloomerang)
- Implement an annual Giving Tuesday campaign.
- Plan and implement annual giving campaign in coordination with Development Director, including direct mail, social media, and personal solicitations.
- Develop and manage monthly donor program.
- Plan and implement donor appreciation events and activities.
- Support capital campaign efforts at the direction of the Development Director.
- Manage in-kind donation forms.
- Prepare and send thank you letters for in-kind and cash donations in a timely manner.
- Run monthly reports for data preparation.
- Respond to donation inquiries by phone and email.

- Maintain Flourish's policies and procedures guide for the development team.
- Provide information for social media and website related to fundraising efforts.
- Design fundraising marketing materials, as needed.
- Provide tours for donors and make presentations in the community, as needed.

***Qualifications:***

- Two years successful grant writing and fundraising experience.
- Intrinsic desire and motivation to serve those in need.
- Excellent written and verbal communication skills with the ability to articulate Flourish's mission to a variety of audiences.
- Familiarity with database management and CRMs
- Servant-leader style to effectively lead, engage, and motivate volunteers.
- Experience working with volunteer teams preferred.
- Ability to plan and implement all aspects of fundraising events.
- Strong organizational skills including attention to detail and time management skills.
- Commitment to a culture that values the dignity of all individuals.
- Ability to work some evenings, as needed.
- Ability to pass criminal background and federal E-verify requirements.

***To apply, send a cover letter and resume to  
amy@flourishfurniturebank.org.***