



COALITION ON HUMAN NEEDS

Job Announcement: Human Needs Hero Fundraiser Consultant

THE ORGANIZATION

The Coalition on Human Needs was founded in 1981 to bring together organizations and advocates who promote policies that support and enrich the lives of low-income and vulnerable families and individuals throughout the United States. CHNs members include religious, service provider, labor, civil rights, and advocacy organizations concerned with the well-being of low-income individuals, children, women, the elderly, and people with disabilities. CHN helps national, state, and local organizations work together to raise awareness about and advocate for federal policies serving poor and vulnerable people in our country.

HUMAN NEEDS HERO FUNDRAISER CONSULTANT

- Consultant will take the lead with CHN's staff assistance on managing its annual fundraising event, by securing sponsors and program advertisements, sending out written communications about the fundraiser, organizing the event itself, and producing the event program. As needed, Consultant may be asked to assist in other Coalition activities;
- Consultant will be in charge of setting up the venue for event, arranging for caterers and preparing for event with the help of CHN staff;
- Consultant will maintain permanent records of sponsors and prospects as well as goods used to help in planning for the next year, and will prepare thank you packets to sponsors and conduct other follow-up.

QUALIFICATIONS AND COMPENSATION

- Ease with speaking to strangers and confidence in fundraising a necessity; experience working in fundraising a plus
- Excellent writing, editing, and organizational skills;
- Ability to interact with a broad set of diverse individuals and organizations;
- Ideal candidates are detail-oriented, creative, outgoing, able to balance multiple priorities simultaneously and often work independently and unsupervised;
- Bachelor's degree or higher;
- Familiarity with computers and MS Office a must. **Experience with Microsoft Publisher a big plus.**
- Commitment to social and economic justice issues including ending poverty and hunger through public interest advocacy and organizing a plus
- Position will be paid at a rate of \$20 per hour, not to exceed 280 hours unless the Consultant and CHN mutually agree to an extension of time. The position runs mid-May until the beginning of August, 2017.

The Coalition on Human Needs is an equal opportunity employer. Women and minorities are strongly encouraged to apply.

TO APPLY

To apply, send a cover letter, resume, short writing sample (1-3 pages) and 3 references to jobs@chn.org.