



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. CHN's 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 assist CHN with its annual fundraising event, scheduled for July 13, 2023, by helping to secure sponsors and program advertisements, keeping meticulous sponsorship records, sending out written communications about the fundraiser along with phone follow-up, and helping to organize the event itself.

Consultant will be in charge of setting up the venue for event, arranging for food and drinks, and preparing for the event with the help of CHN staff.

Consultant will maintain permanent records of sponsors and prospects, as well as goods used for the event itself, to help planning for the event next year. Consultant will prepare thank-you packets to sponsors and conduct other follow-up.

QUALIFICATIONS AND COMPENSATION

Ideal candidates have a commitment to social and economic justice issues including ending poverty and hunger through public interest advocacy and organizing; are detail-oriented, creative, outgoing, and able to balance multiple priorities simultaneously;

Ease with speaking to strangers and confidence in fundraising a necessity; experience working in fundraising a plus;

Excellent writing, editing, and organizational skills; expected to work independently and at times unsupervised;

Ability to interact with a broad set of diverse individuals and organizations;

Some higher education a plus, but not required. Rising seniors encouraged to apply;

Familiarity with computers and MS Office a must. Familiarity with Airtable and customer relationship management (CRM) software a big plus.

Position will be paid at a rate of \$30 per hour, not to exceed 280 hours unless the Consultant and CHN mutually agree to an extension of time. The position runs from June 1 through July 21, 2023.

Candidates must be based in the Washington, DC area.

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 Lecia Imbery at jobs@chn.org