

VIRGINIA FUNDRAISING CONSULTANTS



Empowering Organizations Through Philanthropy

Position Description

Account Executive, Virginia Fundraising Consultants

Virginia Fundraising Consultants, a fundraising consulting firm located in Norfolk, VA, is seeking an energetic associate who is interested in assisting non-profit organizations improve their financial capacity.

This new position will help plan, organize, and direct capital and comprehensive campaigns across the full spectrum of nonprofit organizations.

Duties include:

- Maintain regular communication with clients
- Development of strategic plans, campaign studies, case studies, campaign plans, final reports, and presentations
- Research of funding sources
- Preparation of funding proposals
- Assistance in the development and execution of strategic fundraising efforts
- Facilitation of meetings with Board members and potential donors

Part time. Contracted work. Flexible schedule.

Candidates should demonstrate a keen understanding of philanthropy, exemplary communication, and superior client service and business skills. **Three to five years of successful fundraising experience is required.** Proficiency in most common software systems, including Word, Excel and Powerpoint as well as CRM software. Capital/comprehensive campaign experience strongly preferred. Compensation commensurate with experience.

To apply, please send cover letter, resume and writing samples to virginiat@vafundraising.com.