



# Mosaic Counseling

– Connecting you to hope and healing

Job Description:	<b>Fund Development Manager</b>
Reports To:	Executive Director
Hours:	Full-Time Exempt; includes occasional evening and weekend hours.
Location:	Grand Haven, MI office location; serving Ottawa County and parts of Kent County

Mosaic Counseling is a 501©3 nonprofit agency that has provided vital mental health services to the community since 1978. ***The mission of Mosaic is to offer hope and healing to ALL by providing accessible and affordable professional counseling services.***

Mosaic Counseling is continuously growing, and the work environment is fast paced. Candidates need the ability and desire to navigate and thrive in such an environment. There is a wide variety of daily tasks, but the constant focus of this position is to maintain and create avenues of financial support through fund development.

**The ideal candidate will, first and foremost, believe in and be passionate about the mission of Mosaic Counseling.** This passion is imperative to successfully advocate for the essential mental health services that Mosaic provides.

We would like to hear from you if you:

- are passionate about the mission of Mosaic.
- contribute to a positive work culture.
- conduct yourself in a positive and collaborative manner.
- are driven and goals oriented (measurable).
- are a self-starter and take initiative to be creative and think outside the box.
- are able to multi-task on a variety of projects AND meet deadlines.
- are a relationship builder and always looking for opportunities to advance the mission of Mosaic.
- pay attention to details and pride yourself on accuracy.
- are a strong communicator and feel comfortable speaking to a variety of audiences.
- possess strong networking skills.
- have a proven ability to plan and follow through.
- are punctual to the office and meetings.
- work with an urgency that matches the growing need for the accessible and affordable mental health services that Mosaic Counseling provides.
- have integrity and the ability to maintain a high degree of trust and confidentiality.
- are committed to diversity, equity, and inclusion.

## Essential Duties and Responsibilities

### **Marketing/Communications**

- Oversee and/or create all external communications, such as social media, and maintain positive working relationships with local news media to bring awareness to Mosaic, current mental health trends, and the support needed for the organization to thrive.
- Create and oversee newsletters, annual reports, and marketing materials.
- Remain alert to potential public relations opportunities. Issue press releases or seek coverage in appropriate ways.

### **Fund Development**

- Utilizing a strong work ethic and initiative, advocate for Mosaic and build relationships throughout the community and beyond.
- Work collaboratively with the staff at Mosaic to support established priorities.
- Plan and coordinate two to three annual fundraisers a year which includes overseeing volunteer committees.
- In conjunction with the Executive Director, create and implement an annual fund development and communications plan that supports the strategic priorities of Mosaic.
- Represent Mosaic Counseling at a variety of community events, including presentations.
- Find, research, and write proposals for relevant grants.
- Meet prospective donors, current supporters, and community leaders on a continual basis to establish and renew relationships potentially leading to financial support for Mosaic.
- Identify prospective donors and manage the donor communication strategy, calendar, and donor acknowledgements.
- Using data available in the donor database, provide Mosaic's leadership team with key reports and information, analysis and feedback regarding donors, activities, goals, and outcomes.
- Assist the Executive Director in growing the major donor program through materials, research, and support.
- Create new funding initiatives, such as planned giving, monthly giving, estate planning and other forms of fund development.
- Be a self-starter in initiating donor visits and fundraising calls.
- Proactively network to identify new funding opportunities.
- Other duties as assigned or requested by the Executive Director.

### Qualifications

- Bachelor's degree, preferably in social sciences, marketing, sales, business administration, or related field, and evidence of ongoing professional development.
- Three plus years of experience and proven success in a similar role, especially in the areas of fundraising, marketing, communications, and grant writing.
- Prior experience requesting money from donors to support the core mission of an organization.
- Demonstrated experience writing and submitting grants and managing grant recipient requirements.
- Outstanding written and oral communication skills.
- Ability to work independently.

- Computer proficiency in Microsoft Office, WordPress, Canva, Salesforce or similar CRM.
- Willing to work flexible hours.
- Experience in or familiarity with nonprofits.

#### Physical Demands and Work Environment

This position is a 40+ hour exempt position at Mosaic's main office in Grand Haven, MI. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Ability to carry and transport, sometimes heavy, items for events.
- Ability to work a 10+ hour day leading up to events and on event days.
- At ease in large, sometimes noisy crowds.
- Ability to work in an office environment requiring standing, sitting, keyboarding and movement around the facility.
- Ability to travel and attend off-site meetings and events.

*Mosaic Counseling is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*

Please submit resume and cover letter to [kim@mosaiccounseling.com](mailto:kim@mosaiccounseling.com)