

# Love 4 The Game Inc

## Assistant Director of Fundraising Operations Job Description

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### I. Organizational Description

We are a community based organization that provides under-served student-athletes who play the game of basketball with different resources, and opportunities to excel beyond their current circumstances. Being apart of our organization demonstrates different outlets the game of basketball provides. We desire to help student-athletes understand, and develop the key characteristics to attain any level of success that they desire.

### II. Primary Scope of Duties

Reporting to the Chief Financial Officer (CFO), the Assistant Director of Fundraising Operations will be responsible for helping oversee all fundraising activities, and reporting activities. The Assistant Director of Fundraising Operations will be responsible for leading presentations to the board Budget & Finance committee, managing a small finance team and will work closely with the Senior Leadership Team consisting of the Executive Director, Secretary, Chief Financial Officer. The Assistant Director of Fundraising Operations will also lead the necessary financial systems-improvement and new systems-building work needed to help expand our organization for the years to come.

#### ***Duties/Responsibilities:***

- Develops an annual Development Plan that addresses fundraising goals and strategies for the Center.
- Researches corporations and foundations, and identifies opportunities for corporate sponsorships.
- Writes foundation grants and increases amounts funded year-over-year.

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- Maintains professional and friendly relationships with foundation grantors, and updates them on how their grant funds are being utilized throughout the year.
- Obtains contacts for potential donors from Board members, makes telephone or in-person contact and introduces donors to the Executive Director.
- Meets with each Board member prior to the end of each calendar year to determine individual Board member giving, additional fundraising activities, and ways in which the Board member will be an ambassador and advocate for the organization; these are consolidated into a plan for each Board member and shared with the Development Committee.
- Utilizes organization CRM and ensures that all formatting and edits are in place so that reports can be run, linkages can be made, and donor history is properly maintained.
- Utilizes CRM to track donor cultivation and move management.
- Contacts each past donor at least annually, and maintains an active list of potential donors who are in the various stages of being cultivated.
- Creates consistent language and marketing materials to be used by Board members and agency staff members for giving and sponsorship opportunities.
- Prepares weekly update lists of all activities and distributes them to the Executive Director and the Development Committee.
- Creating and managing to-do lists and project plans
- Responding to routine and non-routine correspondence often pertaining to highly confidential and sensitive information on behalf of CEO
- Providing administrative assistance, such as preparing and editing correspondence, presentations, reports, memos, and accurately recording minutes from meetings

### **III. Desired Knowledge, Skills, and Dispositions**

- Bachelor's degree and/or relevant experience
- Strong written and verbal communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Demonstrated knowledge of sound and ethical fundraising principles.
- A superior communicator who readily shares information concisely.

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#### **IV. Compensation and Perks**

This is a stipend paid position of \$10,000-11,500 commensurate with experience and subject to be increased overtime based on performance and organization resources.

#### **V. To Apply**

Applicants should email a cover letter and resume to the attention to:

Love 4 The Game, Inc.  
Office of Human Resources  
[love4thegameinc@gmail.com](mailto:love4thegameinc@gmail.com)