

PROJECT COORDINATOR / DEPARTMENT OF DEVELOPMENT

(ENTRY LEVEL - FULL TIME)

Right to Life of Michigan is looking for a prolife individual in the Department of Development to execute all aspects of direct mail and provide support to Director and fundraising Partners.

Responsibilities:

- Support Director and Partners by providing reports/status of development funding
 - create monthly/yearly income/expense reports
- Coordinate in-house monthly development mailings from start to completion (including mail merge process)
- Database management
- Assist Director with research, scheduling and other administrative duties
- Create and maintain annual fundraising program calendar

Qualifications:

- Proficient in Microsoft Office Suite (Emphasis on Excel)
- Accounting aptitude
- Ability to conceptualize, and break down into components – data requests
- Mail merge knowledge/experience
- College graduate preferred or commensurate experience
- Excellent written and verbal communication skills
- Self-Starter
- Demonstrated organizational and project management skills
- Outstanding attention to detail
- Excellent interpersonal skills
- Flexibility to shift priorities as required

PLEASE NOTE:

Candidates must send cover letter with resume (PDF documents) to be eligible for consideration. Please send to Office Manager at careers@rtl.org or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519 – 0901.

