

Part-Time Development Associate

FTD (Fixed-Time Duration) through September 2022, with possibility of extension

Description

Lupus Foundation of America, Indiana Chapter, is looking for a part-time development associate to help identify funding opportunities, write, and edit grant proposals, and assist with event planning. The person in this position will closely collaborate with the Director of Patient Services and Chief Executive Officer to address the different burdens lupus patients endure, to support new and enhance existing programs to address these burdens.

Responsibilities

- Identify grants and other funding opportunities.
- Grant writing and editing
- Assist with coordinating events and health fairs.
- Participate in brainstorming conference calls and other activities as identified.
- Gather and analyze data on outreach efforts/evaluate program effectiveness.
- Other duties as assigned.

Expectations

- Strong communication and time management skills.
- Flexible to accept duties as assigned and take on overflow administrative tasks.
- Great interpersonal skills.
- Innovative thinker with ability to share ideas in a clear, concise, collaborative manner.
- Ability to work with a team and independently in a fast-paced environment.

Requirements

- Available 15 hours per week through September 2022.
- 2 years grant writing experience with proven success in grant awards.
- Strong written and verbal communication skills
- Bachelor's Degree in public health, public policy, communications, other related field; willing to consider graduate-level students with solid grant writing and acquiring experience.
- Report In-person (observing physical distancing) preferred; willing to allow some remote work.
- Please submit all cover letters and resumes to **La Toija Snodgrass, Chief Executive Officer** at latoija@lupusindiana.org

Compensation

\$18-\$20 per hour. Non-exempt, non-benefitted position.