The Renee C. Frink Society is a 501c3 organization seeking to remove barriers for cancer patients and to help make treatment for major medical conditions a little less taxing.

We are seeking a Development Associate. This is an ongoing volunteer position and can be done remotely or virtually. We're seeking a dedicated, excited person who can assist us in our fundraising efforts.

**Description**

- Updates donor database
- Reaches out to donors to encourage recurring donations
- Interacts and communicates with donors to ensure they stay up-to-date
- Generates leads and new donors
- Assists in locating grants and performing grant applications
- Manages donor communication via email and post
- Helps compose marketing emails to leads and existing donors

**Skills**

- Skilled with Microsoft Office products, including Outlook, Word, Excel
- Familiar with Mailchimp and Wordpress.Org (preferred)
- Some experience in fundraising or marketing preferred
- Friendly and outgoing
- Clear, and community, excellent writing skills
- Basic research skills

This position is a volunteer position, with the potential to become part-time or contract. Hours will be part time or less per week. We're looking for someone who is seeking to build their resume in the Development world, and we will be happy to provide references and/or letters of recommendation to volunteers.