

**POSITION DESCRIPTION**

Limited Term Employment

**Fundraising Program Specialist**

.4 FTE (approximately 16 hours/ week)

Project Duration: Now through 09/30/2017

Disability Rights Wisconsin (DRW) is the designated Protection and Advocacy system for people with disabilities in Wisconsin. DRW utilizes a variety of approaches to protect rights and advance quality of life of people with disabilities, including education, training, negotiation, litigation, and public policy advocacy.

The Fundraising Program Specialist will contribute to DRW's mission by:

- Facilitating donor prospect identification and relationship building
- Administering donor database
- Providing limited support to fundraising efforts
- Optimizing social media platform

This position is located in DRW's Madison office and is supervised by DRW's Director for Operations and Quality. The position will require some time flexibility to accommodate the fundraising schedule.

Grade Level = E (Specialist) Wage Scale = \$16.58 - \$22.32 Part-time LTE: Not benefit eligible

**RESPONSIBILITIES**

1. Donor Cultivation
  - a. Identify new donor prospects through research and referral.
  - b. Arrange meetings between potential donors and DRW leadership.
  - c. Develop written communications with donors including initial and follow up letters.
  - d. Prepare information packets for meetings with donors.
2. Donor Database Management
  - a. Input and control the quality of data in donor database.
  - b. Mine data to inform outreach, education, and fundraising strategy.
  - c. Conduct prospect research and integrate with donor database.
  - d. Develop and generate fundraising reports.
  - e. Interface specialized data requests with various media for targeted communications, including letters, e-mail, phone calls, and social media posts.
3. Social Media Maintenance
  - a. Maintain and update DRW online giving platform.
  - b. Set up and optimize DRW pages within each social media platform.

- c. Ensure content is available in a variety of formats accessible to people with disabilities.
  - d. Maintain and update Constant Contact e-mail marketing service.
4. Other duties as needed to achieve DRW's fundraising goals such as coordination of mailings.
  5. Adhere to all of DRW's values, policies, and procedures.
  6. Comply with data protection regulations, ensuring required confidentiality and privacy of relevant client and donor information.

## QUALIFICATIONS / SKILLS

### **Minimum:**

Commitment to people-first language and respect for disability rights in all communication.  
Excellent writing, editing, presentation, and communication skills.  
Proven experience working with database management, data entry, and report generation.  
Adequate knowledge of web design and social media.  
Ability to analyze, synthesize, and identify trends and parameters in data sets.  
Positive attitude, creative, with attention to detail.  
Ability to respectfully schedule and arrange meetings and use e-meeting planners.  
Ability to manage projects involving multiple individuals in diverse locations.

### **Preferred:**

Bachelor's in Communications, Marketing, Business, New Media or Public Relations.  
Working knowledge of adaptive communication/web techniques for people with disabilities.  
Working knowledge of donor databases, including DonorPerfect and DonateNow.  
Working knowledge of e-marketing software, including Constant Contact.  
Social networking experience and social analytics tools knowledge.  
Experience producing video content.

### **To apply, email, fax or mail the following:**

1. Resume
2. Cover letter describing your education and experience relating to the qualifications and responsibilities listed in this announcement
3. Voluntary Affirmative Action form (attached)

Provide all mailed materials to:

Laura Hanson  
Disability Rights Wisconsin  
131 W. Wilson St., Suite 700  
Madison, WI 53703



Via email to:  
[info@drwi.org](mailto:info@drwi.org)

Fax:  
**608 267-0368**

**DEADLINE: The position will remain open until filled. To be considered for the first round of interviews, please submit an application by February 24<sup>th</sup> at 4:30 pm.**

**DRW is an equal opportunity/affirmative action employer committed to having a diverse work force. Members of minority groups and persons with disabilities are strongly encouraged to apply.**

## VOLUNTARY AFFIRMATIVE ACTION FORM

Disability Rights Wisconsin (DRW) has adopted an Affirmative Action policy to ensure equal employment opportunities. DRW is committed to seeking qualified candidates of various races, cultural and ethnic heritages, genders, abilities, sexual orientations, ages, and religious traditions for staff and volunteer positions within our agency.

In an attempt to evaluate the effectiveness of our recruitment efforts, we ask that you provide the following information. This data will be kept confidential and will be separated, and kept separate, from your submitted resume. This information will be used solely in connection with our Affirmative Action efforts.

**Completion of this information is optional. However, we would appreciate your answers to the following.**

### ***Section 1: General Applicant Information – Please Complete***

<b>Applicant Name:</b>		<b>Date:</b>
<b>Address:</b>		<b>Date of Birth:</b>
<b>Position Applied For: Fundraising Specialist - LTE</b>		

### ***Section 2: Applicant Affirmative Action Data – Please Complete***

A. **Gender** - Check ONE Box

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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B. **Race or Ethnic Identity:** *Please check all of the following which apply to you*

<b>Ethnicity</b>	<b>Definition of Category</b>
<b>Hispanic or Latino</b>	A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
<b>Race</b>	<b>Definition of Category</b>
<b>White</b>	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<b>African American/ Black</b>	A person having origins in any of the black racial groups of Africa.
<b>Native Hawaiian or Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>Asian</b>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<b>American Indian or Native Alaskan</b>	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<b>Two or more races</b>	A person who primarily identifies with two or more of the above race/ethnicity categories.
<b>I do not wish to identify</b>	

**C. Veterans and Disability Status**

Status	Definition of Category
<b>Protected Veteran</b>	A person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
<b>Person with Disability</b>	A person has a disability if he or she has a physical or mental impairment which substantially limits major life activities such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself; has a record of such an impairment; or is regarded as having such an impairment.

**D. Other**

Language and Proficiency	Fair	Average	Fluent
<b>Spanish</b>			
<b>Hmong</b>			
<b>Other, please specify:</b>			

Language and Proficiency	Fair	Average	Fluent
<b>Sign Language</b>			

**Section 3 Referral Source**

How did you learn about this position?

- Newspaper (Please Specify Below)
- Journal/Magazine (Please Specify Below)
- Posted/Circulated job announcement
- University/College Placement Office (Please Specify Below)
- Internet Search (Please Specify Below)
- Other (please specify \_\_\_\_\_)

Specify here:

**PLEASE SUBMIT THIS FORM WITH YOUR APPLICATION  
OR SUBMIT SEPARATELY TO:**

Disability Rights Wisconsin  
131 W. Wilson Street, Suite 700  
Madison, WI 53703

Email to: [hr@drwi.org](mailto:hr@drwi.org)  
Fax to: 608-267-0368

**THANK YOU!**