



Job Description

Associate Executive Director

Find out more about EWAN at <https://www.elmhurstwalkin.org>

To apply: Send email to apply@elmhurstwalkin.org

Include:

Cover letter

Current resume

How did you find out about the job?

General Responsibilities:

The Associate Executive Director is a dynamic individual who reports to the Elmhurst Walk-in Assistance Network's Executive Director (ED). This individual will work closely with the ED to maintain and deploy EWAN's donor data to fundraise by supporting existing and developing new donor relationships and sources of funding.

Status: Part-time **15** hours per week (Flexible) \$15,000/year

Reports To: Executive Director

Primary Tasks in Fundraising & Administrative Support:

- Identify grant opportunities and write grant applications in collaboration with the Grants committee
- Manage the annual appeal and/or major donor appeals, and in-person and/or ad hoc events and appeals. Manage and track donations
- Execute on existing and new revenue sources as identified by the Executive Director
- Maintain and/or create fundraising campaigns on the giving platform
- Co-chair major fundraiser committees and/or other future fundraising events
- Assist with the production of the EWAN Annual Report (January) and the Spring & Fall newsletters (May, October), with guidance and content direction from the ED
- Attend bi-monthly board meetings as an ex-officio member, as needed

Additional Tasks in Client Engagement, Site Management and Community

- Maintain a strong understanding of the daily workings of the site in order to provide assistance, if needed, in site management as well as to develop an informed view of the work of EWAN
- Represent EWAN in the community as requested, such as at Chamber of Commerce events, as a speaker to service groups, or at other community events

Skills:

- Excellent communication skills: writing, speaking, and collaborative
- Understanding of or experience in fundraising/development is desirable
- Administrative and organizational skills
- Passion for helping those in need in Elmhurst
- Proficient with Microsoft Office Suite (especially Excel, Word, Publisher)
- Proficient with Google Workspace (especially Drive, Mail, and Calendar)
- Proficiency in Canva is a plus, to design effective graphics for social media, newsletters and print materials, according to EWAN brand standards