

Development Director for the Portage Community Center

The Portage Community Center has been serving the community for 35 years, has a solid reputation and a budget of approximately \$500,000. Seeking a self-motivated person with a Bachelor's degree in communications or related field, minimum 3 yrs related experience that includes a combination of development & public relations. Proven ability to: solicit & cultivate donors, effectively ask for money, implement diverse development plans, plan & execute events, write grants, communicate & network effectively. Understanding of fund development methods, practices & public relations in the non-profit sector. 20 hrs. per week. Salary commensurate with experience.

Please send resume with sample of writing to:
Portage Community Center
325 E. Centre
Portage MI 49002.

Deadline: Friday, June 3, 2011. EOE