



Position Announcement

Development Associate

Posting date: January 22, 2010

The Michigan Environmental Council (MEC) seeks a Development Associate to help raise the financial resources our organization needs to defend the health and beauty of Michigan's environment. This is a full-time position based in our Lansing, Michigan headquarters.

Responsibilities

- Play lead role in the successful hosting of MEC's *Annual Environmental Awards Celebration*, as well as smaller fundraising events held throughout the year.
- Support development director and other staff in sending direct-mail appeals to current and prospective MEC supporters.
- Assist president, development director and other staff leaders in scheduling meetings with major MEC donors (and attend such meetings when appropriate).
- Manage programs through which MEC thanks donors for their support.
- Track grant proposal and report deadlines and work with development director and program staff to ensure those deadlines are met.
- Lead efforts to employ social networking and other new media technologies to broaden MEC's base of support.
- Help development director coordinate the work of the MEC's development committee.
- Fulfill responsibilities shared equally by all staff in a 13-person non-profit office environment.
- Occasional in-state travel is required.

Qualifications

Required:

- Commitment to the health and beauty of Michigan's environment.
- Bachelor's degree.
- Excellent written and oral communication skills.
- Strong skills with basic computer applications (word processing, spreadsheets, database).
- Conscientiousness, strong work ethic and attention to detail.
- Professional demeanor and sense of humor.

Preferred:

- Interest in public policy and politics.
- Experience in event planning and other fundraising and development activities.
- Effective working knowledge of social networking and other new media technologies.

Compensation

Salary commensurate with experience. Benefits include paid vacation, health/dental coverage and employer-matched retirement plan.

Application Deadline

Position will remain open until filled by a highly qualified candidate.

Procedure

To apply, please send resume, cover letter, three references and a writing sample to:

Chris Kolb
President
Michigan Environmental Council
119 Pere Marquette, Ste. 2A
Lansing, MI 48912.

Applications may be e-mailed to Judy Bearup at jobs@environmentalcouncil.org. If you have questions, please use the e-mail above or call Judy Bearup at 517-487-9539.

The Michigan Environmental Council – a 501(c)(3) charitable organization – is a coalition of more than 60 organizations, created in 1980 to lead Michigan's environmental movement in achieving positive change through the political process. With our members and other partners, MEC promotes public policies to ensure that Michigan families will enjoy clear waters, clean beaches, beautiful landscapes and healthy communities for years to come.

**MEC is an equal opportunity employer
Women and people of color are encouraged to apply**