

Peoria

METEC – www.metec1.org - 1 VISTA Fundraising Associate– Training in June
METEC is a community development corporation that provides assistance in the areas of financial management, housing counseling, homebuyer assistance, and youth development.

Summary of Primary Job Functions:

- Working with focus on fundraising, organizational development and relationship/community building.

Duties and Responsibilities:

- Organize and assist in the implementation of the annual fundraiser by creating a framework and schedules for the annual Job Fair and the Fundraiser, “The Art of Living”
- Develop a program that enhances METEC’s ability to maximize community and social impact.
- Research best practices nationally for developing a successful, annual fundraising plan.
- Develop program that uses current volunteers in an efficient manner.
- Management with other staff members of the current volunteers.
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Qualifications:

- Bachelor’s Degree preferred.
- Strong problem solving and group work leadership skills.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as part of a team.
- Sound computer skills.
- Effective oral and written communication skills.
- Ability to work flexible hours.