



Temporary Development Assistant

Temporary, Full-Time

The Temporary Development Assistant will work with the Preble Street Development team to assist with the annual fund, communications, special events, and administrative and volunteer activities in support of a comprehensive fund development program to meet the Preble Street mission. The Temporary Development Assistant will also share responsibility for customer service in the Preble Street administrative office.

Requirements

The desired combination of education and relevant experience for this position includes a bachelor's degree with event and/or project management experience; however, candidates with any combination of experience and education likely to provide the knowledge, skills and abilities to be successful in the position will be considered.

An understanding of homelessness and poverty and a commitment to the agency mission are required. The successful candidate will also possess highly developed computer skills including Microsoft Office products and Raiser's Edge; excellent customer service skills; excellent writing and verbal communication skills; understanding of the principles of fundraising; experience with direct mail, donor and volunteer relations, public relations, and special events; strong organization and time management skills; business writing skills; and the ability to work independently and collaboratively.

This is a temporary full-time position with a Monday – Friday schedule.

Compensation

\$15 per hour

To Apply

Please email your application, cover letter, and resume to: humanresources@preblestreet.org

please note: Automatically-generated confirmations of receipt will be sent in response to applications sent via email. Only those candidates selected for interviews will be otherwise contacted.

Preble Street, a 501(c)(3) nonprofit agency, has been working since 1975 to provide best practice social services that meet urgent needs and end hunger and homelessness for individuals and families in Maine living in poverty. Operating from seven sites in Portland, Lewiston, and Bangor, Preble Street programs include Street Outreach Collaborative, Rapid-Rehousing, Maine Medical Center-Preble Street Learning Collaborative, Food Programs, Maine Hunger Initiative, Advocacy, Veterans Housing Services, Logan Place, Florence House, Huston Commons, Teen Services, Anti-Trafficking Services, and Homeless Voices for Justice. Preble Street is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of Preble Street's hiring practices, and all terms and conditions of employment.