



Community Relations Manager

ADVOCAP, Inc., a recognized leader in anti-poverty and self sufficiency programming, is seeking an individual to join the agency's team working in Private Fund Development. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Required is a high achiever to tell the Community Action story, and work within, a multifaceted resource development plan to secure private funding. In close collaboration with agency management, the successful candidate identifies likely benefactors and develops effective strategies and goals tailored to attracting potential donors. This people intensive position involves frequent and ongoing contact with donors. Educates public about the agency's vital work. Promotes a positive image of ADVOCAP. Maintains funder information records, generates reports, and keeps donors informed.

Computer literacy and willingness to adapt to ADVOCAP's computer system required. Must have excellent communication (oral and written) and interpersonal skills, public speaking skills, and a talent for sales. 3-5 years related experience with a demonstrated ability to formulate proposals, grants and plans required. Bachelor's degree or equivalent formal training preferred. Experience using Social Media professionally a plus.

Minimum salary \$43,500 with a full benefit package. Please submit resumes with cover letter to Human Resources, ADVOCAP, Inc., PO Box 1108, Fond du Lac, WI 54936-1108. FAX 920-922-7214. Email <hr@advocap.org>. Responses received by 12/18/17 will receive preference.

<http://www.advocap.org/>

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