Part Time POSITION OPENING
Development & Fundraising Independent Contractor

The Women’s International League for Peace and Freedom, United States Section (WILPF), seeks an experienced part-time, resourceful, and creative contractor for fundraising and development work.

WILPF is a 501(c)(4) membership organization that envisions a transformed world at peace, where there is racial, social, economic and climate justice for all people everywhere.

With headquarters in Des Moines, Iowa, WILPF US works virtually across the US, with communications between this contractor and WILPF US leaders conducted primarily electronically (telephone, email, Zoom, etc.). We celebrate diversity and are committed to creating an inclusive environment.

POSITION DETAILS:
The Development Contractor will work with the national leadership, administration, and others to support and optimize WILPF’s present donor goals, strategies and recommend new strategies.

In the initial work months, the independent contractor position is expected to work 20-60 hours per month, for an average of 40 hours per month (up to 480 hours in a 12-month period).

For more information: email careers@wilpfus.org

Qualifications and Requirements
1. Experienced fundraiser with a proven track record, including social media and email fundraising.
2. Experienced with Donor Perfect, or similar platforms, to analyze donor data for making recommendations to the Development Committee and the Board.
3. Proficient in Excel spreadsheets, and other electronic documents, tools and applications.
4. Ability to become familiar with and work within the structure of WILPF as a membership organization.
5. Ability to convey the value of supporting the mission, principles, and goals of WILPF.
6. Knowledge of or willingness to learn how to facilitate Zoom meetings.
7. Outstanding organizational and time management skills.
8. Excellent verbal and written communications skills.
9. Willingness to work outside of normal business hours as needed, particularly for donor contacts and Board and committee meetings.
10. Travel for personal donor visits may be required in the future.

COMPENSATION:
$35-$45/hr. depending upon experience and qualifications.

APPLICATION PROCESS:
Interested parties should send a complete packet, including a cover letter, a resume, 3 types of writing samples, and contacts for 3 references, to careers@wilpfus.org

CLOSING DATE FOR SUBMISSIONS:
No later than Saturday, January 15, 2022.