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**K E V I N
G U E S T
H O U S E**

DEVELOPMENT/FUNDRAISING (F/T) Kevin Guest House is searching for a dynamic person to be responsible for all aspects of fundraising, public relations and marketing. The person who fills this position works under the direction of the Executive Director. He/she is responsible for generating revenue through Corporate and Individual development. This individual is responsible for all fundraising and special event activities, newsletter production, Direct Mail Program, Donor Data base administration and accuracy, public relations and marketing activities, volunteer recruitment and support and all activities in promoting Kevin Guest House in the community. Exceptional oral and written communication skills necessary; Candidate should have: exp. working w/ volunteers; ability to handle multiple tasks; literacy in standard office software; basic graphic design skills helpful; team player is a must; attention to detail & strong organizational skills are required.

College degree required with minimum 3 years' experience in special events, fundraising, development or related field.

Compensation: Salary is the mid 30's; other benefits available in accordance with current personnel policies of Kevin Guest House.

Kevin Guest House is an Equal Opportunity Employer.

Submit resume by February 3rd to:

Executive Director
Kevin Guest House
782 Ellicott St.
Buffalo, NY 14203

Email: generalinformation@kevinguesthouse.org

Website: www.kevinguesthouse.org

Member of the National Association of Hospital Hospitality House