



## Development Consultant Position

### **Board of Directors**

*Ms. Wendy Richter*

#### *Chair*

*Mr. Dwayne Bell,  
Treasurer*

*Mr. Richard Krubeck,  
Secretary*

*Mr. Earl Ball,*

*Ms. LaVera Davis*

*Ms. Pam Hrabak*

*Ms. Jeanette Keyes*

*Ms. Angie Landmesser*

### **STAFF:**

#### **Executive Director**

*Rev. Jackie Lynn*

#### **Program Director**

*Ms. Nancy Alongi*

#### **Bi-lingual Coordinator**

*Ms. Lee Ramirez*

- **Job title:** Development Consultant, 40 hours a month
- \* **Responsibilities**
  - \*Prepare development report for quarterly board meetings
  - \*Maintain development calendar
  - \*Maintain Little Green Light software
  - \* Create thank you letters through LGL
  - \*Write drafts for all proposals in the year (15 –20) in consultation with the ED
  - \*Write drafts of all grant reports in consultation with ED
  - \*Work on End of the Year appeals
  - \* Consult on additional tasks as time allows
- **ElderCARE Mission:** Improving senior’s well-being by providing free services such as medical transportation, grocery shopping and companionship.
- **Requirements:** Experience in writing, fundraising and media.
- **Compensation:** Commensurate with experience.
- Inquires sent to Jackie Lynn, [jlynneldercare@gmail.com](mailto:jlynneldercare@gmail.com)

*All donations to  
ElderCARE are tax  
deductible. Our  
tax number is  
81-4278360.*