

Fund Development Associate, Part Time (6-8 hours per week to start paid on contract basis)

Community Institute for Psychotherapy, located in downtown San Rafael, seeks a creative, experienced, and **hands-on** Fund Development Associate to implement CIP's comprehensive fund development program, strengthening and enhancing the agency's fund raising capabilities and its extensive community volunteer program. Long-term commitment. We are not looking for a consultant.

Application Deadline: Interviewing is now under way and will continue until the position is filled.

Begin: Immediately upon hire.

Responsibilities include:

1) Individual and Major Donor Development. Research and cultivate new donors and maximize existing donor base. Implement and coordinate direct mail and special events programs.

2) Cultivation of Institutional Funding Sources. Implement marketing strategy for relations with Marin and greater Bay Area corporations, financial institutions, and businesses. Coordinate and implement CIP's existing Sponsor and Business Partnership Program.

3) Grant writing and tracking.

4) Work on annual Community Conference recruiting sponsors and marketing ideas.

5) Board and Community Volunteer Development.

Qualifications:

1) Organized self-starter and team player capable of meeting deadlines and working both independently and with others.

2) Proven ability in fund raising, especially a successful track record in individual donor development.

3) Must have knowledge of Bay Area nonprofits, foundations, and corporate and business sector.

4) Excellent professional presentation skills, including interpersonal, written, and verbal skills.

5) Genuine interest in the community, including families and individuals, and mental health services.

To Apply: Email resume and cover letter to Robin Joy Berenson, PhD, MFT, Executive Director, Community Institute for Psychotherapy at rjberenson@cipmarin.org

Founded in 1977, Community Institute for Psychotherapy is a nonprofit, tax-exempt agency providing counseling and psychotherapy on a sliding scale basis to individuals, families, and couples. Services are provided by licensed therapists and 20-24 intern-therapists who receive training and supervision from more than 100 volunteer mental health professionals. We provide over 7500 hours of therapy per year to more than 750 individuals, couples, children and families and perform weekly outreach in many schools and agencies in Marin