



Work Study Position Description

Fundraising Assistant Foundation for International Understanding Through Students (FIUTS)

Job Location: 909 NE 43rd St Ste 210 Seattle, WA 98105

Pay Rate: \$20/hr

Employment Period Summer, Academic Year

Hours Per Week: Academic Year: Part time; Summer: Part time or full time

Contact Supervisor Era Schrepfer

Phone Number (206) 437-8056

Email Address era@fiuts.org

Website www.fiuts.org

Nature of Organization: The Foundation for International Understanding Through Students (FIUTS) advances international understanding through cross-cultural experiences, student leadership, and community connections. Founded at the University of Washington in 1948, FIUTS promotes engagement between international students and members of the Puget Sound community, building bonds of friendship that extend beyond borders and stereotypes and inspires a new generation of leaders.

Nature of Position: The Fundraising Assistant supports FIUTS staff in executing FIUTS' fundraising strategies, specifically with individual giving. This role involves assisting with donor management, event coordination, grant writing, and general fundraising efforts to help secure financial support for FIUTS programs and initiatives.

Duties and Responsibilities

- **Donor Communications:** Ensure that donors to FIUTS receive prompt donor acknowledgement and recognition. Support donor communications and campaigns.
- **Donor Management:** Assist in maintaining and updating donor records in the Salesforce database. Help track donations and prepare acknowledgment letters.
- **Event Coordination:** Support the planning and execution of fundraising events, including logistics and day-of event support.
- **Campaign Support:** Collaborate with staff and board on fundraising campaigns, including direct mail, email, and social media appeals. Assist in the creation of promotional materials.
- **Reporting:** Prepare reports on fundraising activities, donor engagement, and campaign outcomes for staff and board meetings.

- **General Office Support:** Provide general office support as needed. Assist with administrative tasks and special projects assigned by other staff members.
- **Community Engagement:** Represent FIUTS at community events and meetings when required to promote our mission and build relationships.

Minimum Qualifications

- Interest in nonprofit fundraising and development
- Education/experience with fundraising databases (Salesforce or similar systems) is a plus
- Strong attention to detail and organizational skills
- Creativity and problem-solving abilities
- Excellent written and verbal communication skills
- Ability to balance multiple priorities and work with minimal supervision
- Able to work effectively both independently and as part of a small team

Educational Benefits

This position offers candidates an opportunity to gain concrete experience in nonprofit fundraising and development. Work study employees at FIUTS also have opportunities to learn and practice other nonprofit professional skills, including planning, program management, communications, and grant writing and reporting.

How to Apply

Please send your resume and cover letter via email to era@fiuts.org. Preference will be given to candidates with the potential to stay for one year or more, but feel free to apply even if this is not true for you.