



BEE INFORMED PARTNERSHIP, INC.

4112 Plant Sciences Building, College Park, MD 20742

beeinformed.org

Fundraising Specialist(s)

Bee Informed Partnership (BIP), a national 501(c)(3) nonprofit organization focused on honey bee health, is looking for talented individual(s) to assist our team as Fundraising Specialist(s). This is a remote, contract position with no benefits. More than one contractor may be hired from this announcement.

Highlights:

- Contribute to efforts to support honey bee health and beekeeping
- Work on a variety of fundraising projects
- Network with a wide range of BIP staff and stakeholders
- Work remotely with flexible schedule

Looking for Work with Meaningful Impact?

BIP is seeking contracted Fundraising Specialist(s) to help develop new partnerships and sustain BIP's existing fundraising activities. Major activities include:

- Grants Management
- Sponsorships Development
- Donor Management
- Fundraising Campaigns and Events Planning

BIP is looking to hire one to two contractors to increase its capacity to fundraise for its honey bee health programs. If you have experience in any of the activities listed in the **Key Activities and Qualifications** table on the next page, please submit an application.

Application Process

- Please submit cover letter and resume detailing your interest in nonprofit work and alignment with the Key Activities and Qualifications
- Please submit a short writing sample on a topic of your choice (<250 words)
- Please include your preference for average weekly hours (within range of 25-40 hours/week) as well as your hourly rate
- Please list all relevant software programs in which you are skilled
- Submit materials in one PDF to opportunities@beeinformed.org with the **subject line: Fundraising Specialist [Last Name, First Initial]**
- Applications are reviewed on rolling basis and more than one contractor may be hired from this announcement

BIP's dedicated team is spread across the United States so we rely heavily on videoconferencing. The contractor will meet over videoconferencing with staff frequently to review projects, and in person with staff periodically at meetings or in the field.



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KEY ACTIVITIES	QUALIFICATIONS*
<i>Grants Management</i>	
<ul style="list-style-type: none"> • Research and create detailed profiles for public sector and private foundation grant prospects • Compile information for and develop grant proposals for federal, state, nonprofit and foundation RFPs • Develop and edit grant performance and financial reports • Maintain grants tracking calendar 	<ul style="list-style-type: none"> • Experience with research, submittal, management, and compliance of large grants • Familiarity and understanding of legal contracts or grant agreements • Ability to effectively communicate technical and detailed information both verbally and written • Experience with science writing a plus • Strong attention to detail and organization skills
<i>Sponsorships Development</i>	
<ul style="list-style-type: none"> • Research and create detailed profiles for sponsorship prospects • Develop sponsorship solicitation materials working with graphic designer • Cultivate relationships with prospective sponsors 	<ul style="list-style-type: none"> • Experience with corporate engagement • Familiarity with tiered sponsorship development • Strong relationship building skills
<i>Donor Management</i>	
<ul style="list-style-type: none"> • Manage/oversee donor database and records entry in Network for Good • Research and create detailed profiles for high wealth donors • Generate and customize donor acknowledgement letters and ensure timeliness of communications to donors 	<ul style="list-style-type: none"> • Fundraising or nonprofit experience • Customer service experience • Ability to quickly learn new software
<i>Fundraising Campaigns and Events Planning</i>	
<ul style="list-style-type: none"> • Create and maintain fundraising campaigns • Enhance existing autumn virtual auction event • Assist team in developing messaging that promotes our mission and engages partners 	<ul style="list-style-type: none"> • Familiarity with planning or organizing special events • Experience with working in teams to create messaging, marketing and events materials
<i>General Activities</i>	
<ul style="list-style-type: none"> • Proactively contribute to problem-solving, team brainstorms, strategic and operational planning exercises • Prioritize, organize, and handle multiple tasks and deadlines with attention to detail and interruptions in a fast-paced, dynamic, and collaborative work environment • Manage social media messaging and schedule content regularly working with Communications team 	<ul style="list-style-type: none"> • High degree of proficiency in MS Office or Google equivalents • Ability to work both independently and collaboratively • Strong communication skills and ability to discuss issues with BIP team and partners • Access to internet and bandwidth for videoconferencing • Familiarity with agricultural or biological sciences • Experience or knowledge of bees and beekeeping a plus

**If you have experience in any of the activities listed in the Key Activities and Qualifications table, we encourage you to apply. More than one contractor may be hired from this announcement.*