



West Bank Business Association

1420 Washington Ave South #2

Minneapolis MN 55454

612.326.9652

thewestbank.org - members: wbba.thewestbank.org

Position Title: Advancement Assistant

Reports to: Executive Director

Summary:

The Advancement Assistant will work with our Executive Director and Program Manager to manage grant and fundraising opportunities for the WBBA and West Bank businesses

Principal Duties:

Grants

- Work with Executive Director to manage grants database, researching and vetting potential opportunities
- Help with proposal execution, editing, and reporting for proposals and contracts
- Manage applications calendar

Development

- Manage donor database
- Coordinate annual appeals and giving opportunities

Administrative Support

- Help with tracking, contract execution, and filing as needed

Qualifications:

- Sharp writing and editing skills
- Computer skills, including Word and Excel

Preferred Characteristics

- Effective time management skills
- Ability to work with people and businesses of diverse backgrounds and cultures
- Some experience or familiarity with project management
- Ability to work well independently and with a group

Hours and Compensation:

- Position is part-time
- \$13-\$15 hourly depending on experience
- 3-5 hours weekly

About the West Bank Business Association:

WBBA exists to engage the business community in the responsible economic development of the West Bank district while preserving the unique character and heritage of the Cedar-Riverside area.

WBBA is dedicated to preserving the neighborhood's strengths while identifying and helping address the neighborhood's changing needs bringing positive improvements, while serving as a resource for all of the business and commercial property owners on the West Bank.

To Apply:

Please send a cover letter and resume with two references to Jamie Schumacher, Executive Director, westbankba@gmail.com. Position will be open until filled.