Why CARE: Our mission is to strengthen resiliency in people and their communities through prevention, education, and services that improve the quality of life. To learn more about CARE’s programs and services, and employment opportunities, please visit our website www.careofsem.com.

As a premier employer of choice, our goal is to not only provide Recovery Oriented Systems of Care, but to also be a Recovery Oriented Employer that values lived experiences. We are committed to fostering, cultivating and preserving a culture of diversity and inclusion. CARE of Southeastern Michigan offers an exciting and innovative environment with dedicated, caring, and good natured professionals focused on creating healthier lives and communities for the individuals and families in which they serve. We welcome and encourage those from diverse communities, including those with bilingual proficiency to join our dynamic team.

The Perks of Why Prospective Candidates CARE too:
- Work Life Balance
- 37.50 Hour Work Week
- Relaxed Dress Code
- 10 Paid Annual Holidays
- Competitive Benefits
- Flexible Work Hours (approval required)
- We Value Lived Experience: Special Consideration During The Application Process

Development Associate
CARE of Southeastern Michigan is seeking a well-rounded individual to join our team as a Development Associate. The Development Associate position is an entry-level position that is primarily responsible for assisting the Director of Development carry out the implementation of fund development activities for CARE of Southeastern Michigan. The Development Associate will provide support to and work in collaboration with the Director of Development. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Fund development is essential to the overall success of the organization and therefore it is imperative that the person in this role be dedicated to providing the support needed by the Director of Development to assist in securing the resources necessary for providing support to those accessing these vital programs. An abbreviated list of duties are noted below:

Duties and Responsibilities:
- Manage all aspects of the fundraising database including all mailings.
- Manage all donor correspondence i.e. gift acknowledgement, tax receipts, reminders, etc.
- Research foundation, city, county, state, federal and corporate grant opportunities.
- Basic administration functions and knowledge of fundraising best practices.
- Coordinate agency mailings and assist with event logistics for agency fundraisers.
- Lead coordination of special agency events (including third party events).
- Coordinate promotions for special agency events, working with the marketing assistant.

Education, Skills and Experience:
- Bachelor’s degree in marketing, communications, administration or related field.
- 1-2 years of experience or training in event planning, fundraising, development preferred.
- Excellent interpersonal, oral and written communication skills.
- Proficiency in Microsoft Office (Word; Excel; PowerPoint) required.
- Excellent organizational skills, detailed proofreader and attention to detail.
- Knowledge of Giftworks or a similar fundraising database is preferred.

Other Special Requirements:
- Flexible time, available to work evenings and weekends, as required.
- Desired candidate is an innovative thinker dedicated to quality, and is willing to complete projects timely while maintaining high levels of professionalism.