

NO JIVE PRODUCTIONS, INC.

FUNDRAISING DEVELOPMENT MANAGER Job Description

No Jive Productions Inc, is seeking a **FUNDRAISING DEVELOPMENT COORDONATOR**. This individual must be able to sale advertisements and sponsorships to local and world wide businesses. You will be responsible for raising funds for our up-coming events “His Double Life”, the “Back To School Jam” and “We Our All One” project.

Skills Requirements

- Must be a high school graduate
- Good communication skills
- Must be able to sell advertisements and sponsorships
- Must be able to write successful proposals
- Should be able to work under pressure
- Must be a people person

If idle time should occur, the employee is expected to take the initiative in assisting other department with certain duties as assigned by the executive staff.

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| Position Type: | Freelance |
| Estimated Salary: | 05% Commission Bases off of advertisements 05% Commission Bases off of sponsorships |
| Travel: | No |
| Under Contract: | Yes |
| Send Resume to: | No Jive Productions Inc Attn: Human Resources Job Code: HDL-FR PO Box 170767 Miami, FL 33017 |
| Or email: | jobs@nojiveproductions.com |
| Immediate Supervisor: | Executive Producer |

Note: The job description above may be changed at anytime with or without notice