



## Bridge Disability Ministries Bellevue, WA

### Development/ Fund-Raising Assistant

Are you interested in a career in Development? Would you like some real world experience with Fundraising? How about trying some practical experience as a volunteer assistant to our Executive Director? This is a wonderful opportunity for on the job training and invaluable experience that employers like to see on a resume. Help our Executive Director with calls, emails and letters to donors, grant applications, invitations for our annual auction and other small fundraisers. We are looking for someone who can make an ongoing commitment of time, preferably working at least 2 hours once a week through October when we have our annual auction fundraiser. Schedule is somewhat flexible, and we will work to accommodate your schedule.

**Skills Required:** Proficient in MS Office Word  
Accurate keyboarding by touch  
Interest in Fundraising and Development  
Enthusiasm and willingness to learn.

**If you are interested please contact :**

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For more information about us, please visit our website : <http://www.bridgemin.org>