

# **The Black MasterMind Group Charitable Foundation Funding/Financial Director**

## **Description**

The Black MasterMind Group Charitable Foundation is a recognized 501c3 grant funded organization created to educate, train, coach, mentor and develop the black entrepreneurial community to start/(re-start), stabilize, sustain, and scale their businesses. Addressing the disparity in the black entrepreneur's ability to access capital. Consequently, resulting in a higher business closure rate than any other ethnic group. This is a part time independent contractor position with a minimum of 22 hrs. to a maximum of 24 hrs. a month. Compensation based on grant guidelines.

## **Job responsibilities**

As the Funding/Financial Director you will serve as a single point of contact for all fundraising activities for the local Black MasterMind Affiliate Groups. You will be the point of contact for community organizations, government entities, sponsors, partners, and funders of the Affiliate Group and The Business Mastery Institute Scholarships. Write funding proposals and submit them to potential contributors. Oversee sponsorship events. Organize campaigns that will lead to the financial advancement for the Affiliate Group.

Oversee all activities associated with the development of the funding and financial strategies to generate funds and contributions to support the efforts of the Local Black MasterMind Affiliate Group. Coordinate the annual plan for soliciting donations, support commitment concepts, and submitting appreciation correspondences to all contributors.

Research and identify grants to support the activities of The Black MasterMind Group and The Young Black MasterMind Group and to offer scholarships to members to participate in The Business Mastery Institute BootCamp classes.

Leverage technology and social media where possible to improve fundraising activities. Assist in planning events meant to raise funds and coordinate activities to connect with donors, partners, and sponsors. Work closely with the Marketing Director to create materials, flyers, brochures, used in the promotion of events and fundraising activities. Maintain complete and orderly records of donors and manage regular donor communications. Develop and strengthen contacts with media outlets nationwide and serve as a spokesperson for the national organization.

## **Qualification**

A current or former Black Entrepreneur. 5 years of Entrepreneurial experience or a bachelor's degree from a four-year accredited institution. Three years of grant writing and fund- raising experience.

An inspiring and inclusive leadership style with a track record of winning grants, meeting fundraising goals. Ability to plan, organize, prioritize, and coordinate multiple projects. Excellent oral and written

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communications skills, with strong interpersonal skills. Ability to maintain confidential information. Impeccable integrity and moral character, supporting the mission, philosophy, policies, procedures, and ideals of The Black MasterMind Group Charitable Foundation.