



Position Overview

Fundraiser Coordinator is responsible for independently conducting the day-to-day operational management and implementation of all activities pertaining to fund development and fundraising and will work closely with the Business Outreach Coordinator.

Responsibilities

- Fundraiser Coordinator must track and properly document all activities and complete all necessary reporting requirements.
- Fundraiser Coordinator will ensure that personal conduct and representation at meetings and various community events is professional and aligns with code of conduct.
- Reasonable fundraising goals, activities, budgets, and expense sheets will be established by the Executive Director.
- A reasonable quota will be established that needs to be met.
- Fundraiser Coordinator will research and contact potential funders.
- Fundraiser Coordinator will help obtain funding by drafting, editing, and preparing grants for submission. This also includes compiling program related reports and submitting them in a timely manner.
- General Areas of Responsibility:
 - Vendor contact and coordination
 - Volunteer coordination
 - Program registration and support
 - General clerical
- Develop an annual fundraising plan and budget. Develop revenue and expense reports for all fundraiser events after the event is completed.
- Takes the full responsibility to lead in initiating, planning, and implementing all necessary activities, in a timely manner, to ensure that program goals and objectives are accomplished.

Requirements

- Ability to independently initiate projects and activities.
- Good client interactions skills.
- Ability to work independently and as part of a team.
- Excellent time-management skills with the ability to simultaneously manage multiple projects and meet deadlines.
- Excellent written and verbal communication, as well as negotiation skills.
- Able to work flexible hours, including evenings and weekends.
- Ability to maintain client confidentiality.
- Knowledge of computers and Word, Excel, Power Point, and Publisher.
- Good leadership skills with the potential for further development.
- Understanding of budget control, expenses, and allocations.
- Knowledge of developing a fundraising plan.
- Attentive to details.
- Dedication, motivation, drive, ambition, and commitment to the job at hand.
- Must have the skills and potential to excel in this position.