



Fundraising Coordinator

JOB SUMMARY

The Projects Department is responsible for a range of special projects, including fundraising that happens throughout the year. The Fundraising Coordinator will spearhead and manage fundraising events, supporter sponsored fundraisers, and online fundraising campaigns.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Lead and actively participate in the identification, cultivation, solicitation and management of corporate and patron sponsors through year-round engagement
- Develop and organize fundraising campaigns and events
- Review and approve documentation submitted for fundraisers by supporters
- Track and evaluate the success of supporter fundraisers
- Communicate with supporters wanting to do fundraisers
- Compile monthly reports of supporter fundraisers for the Leadership Team
- Attend any required staff and departmental meetings

DESIRED QUALIFICATIONS AND SKILLS

- At least 3 years of fundraising experience
- Proven ability to successfully fundraise for an organization
- Knowledge of fundraising, donor and public relations principles, concepts, procedures and techniques, including identification, cultivation, and solicitation strategies
- Solid knowledge of applicable laws, rules, regulations, policies, etc. as related to fundraising
- Demonstrated leadership and management skills, including skills to coach, mentor, evaluate and motivate staff
- Solid project management, critical thinking, problem-solving and analytical skills
- Strong oral, written, and interpersonal communication skills to establish and maintain good working relationships within Random Acts and outside the organization