



## **Fundraising Coordinator Job Description**

**Purpose:** The Fundraising Coordinator will assist the organization to ensure financial sustainability and enable the organization to continue making a positive impact on the community we serve.

**Position:** The Fundraising Coordinator is a volunteer position with a current maximum of five hours per month and is supervised by the Executive Director or their appointed staff.

### **Responsibilities:**

- Advise, develop and implement fundraising strategies and campaigns
- Identify potential donors and sponsors
- Assist with organizing events and initiatives to raise funds and promote the organization
- Collaborate with the team to increase public awareness

### **Qualifications:**

- Strong organizational skills
- Ability to build relationships
- Excellent communication skills
- Prior fundraising experience preferred