



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