

Non-Profit Fundraising Coordinator

Description

The United in Pink Fundraising Coordinator position is responsible for managing donor relationships and ensuring that the organization achieves budgeted fundraising goals.

Major Responsibilities:

- Responsible for achieving specific fundraising goals established during the budgeting process.
- Plan, manage, and attend all major fundraisers.
- Identify and oversee additional revenue sources
 - o Third Party Events, to include school dress down days
 - o Digital fundraising campaigns
 - o Named Funds
- Create End of Year Appeal and Annual Sponsorship Package.
- Recruit volunteers for fundraising and special events.
- Prepare monthly reports of donor/sponsor relationships, and event profitability.
- Co-Coordinate annual volunteer reception with Associate Director.
- Cultivate new donor relationships for the organization.
- Collaborate with the Board and community partners to identify potential partners and donors.
- Maintain and manage existing donor relationships throughout the year.
- Work with Program Coordinator to gain the success stories of the organization to be shared with donors.
- Work with the Finance Coordinator on acknowledgement letters and tribute cards.
 - Attend staff and board retreat.
- Attend community events and represent United in Pink.
 - Other duties as assigned by Executive and Associate Directors.

Work Schedule:

- This is a salaried position working 40 hours per week, paid monthly. (Monday thru Thursday – 8 am – 5 pm, Friday – 8 am – 12 pm)
- The Fundraising Coordinator is occasionally required to work late evening or weekend hours as necessary, especially during the month of October.

Qualifications:

- Excellent written and verbal communication skills.
- Project and/or event management experience required.
- Proven experience in nonprofit fundraising.
- Strong organizational skills.
- Self-motivated, energetic, and creative individual.
- Passionate about our mission and works well independently, and as a team.

Job Type: Full-time

Salary: \$45,000.00 - \$55,000.00 per year

Benefits:

- Paid time off

Work Location: In person