



## **Fundraising Coordinator**

### **Overview of Fundraising Coordinator**

The success of the Now I Lay Me Down to Sleep Remembrance Care Package Program is dependent on the cooperative nature of the committee. The Fundraising Coordinator plays a crucial role in the Care Package program by ensuring the program is fully funded. Approved applicant will generally work independently or guide groups of volunteers to fulfill the duties of the position.

### **Reports to**

Committee Chair

Works with the CEO for grant and fundraising direction and approval

### **Overall Job Functions**

- Ensure the Care Package is fully funded through fundraising and grants
- Play an active role in care package assemblies (2-4 Saturdays a year)
- Attend committee meetings (4-6 per year)
- Maintain consistent communication with NILMDTS staff contact, Committee Chair and committee members
- Direct the work of other volunteers contributing to this area of Care Packages

### **Specific Job Functions of Fundraising Coordinator**

- Research and apply for appropriate grants for CP program
- Cultivate Donor relationships
- Coordinate the CP Drive Fundraising Campaigns
- Seek fundraising opportunities
- Research and coordinate community related volunteer programs in which NILMDTS receives a donation for employee participation. (Programs such as Kohls Associates in Action Program.)
- Work with NILMDTS Marketing Manager to post upcoming fundraising opportunities
- Track, monitor and promote King Soopers Neighborhood Reward Program.

### **Required Experience and Skills**

- Effective verbal and written communication skills
- Experience using (or able to learn) Google sheets and gmail
- Outstanding organizational and leadership skills
- Experience with nonprofit fundraising and grant writing

### **Time Commitment**

- Expected hours of volunteer time commitment is to consistently spend 2-5 hours a week on fundraising efforts.
- Attend Care Package Assemblies (2-4 times a year - typically Saturdays)
- This position is an annual commitment from July - June each year. In May each year, the volunteer and the NILMDTS Staff member will determine if it is still a fit for the following year. We limit the an individual to only fulfill a position for no more than 5 consecutive years.