

Level I Fundraising Coordinator

Make a difference in the lives of millions of children and families every day by utilizing your communication, marketing and public relations skills both in your community and across the country by joining the **Foster & Banks Walk in Faith Foundation**, as a **Fundraising Coordinator**.

As a **Fundraising Coordinator** you will manage fundraising, and sales and marketing campaigns designed to finance foundation operations and to sustain community programs. You will also be instrumental in creating new, as well as foster existing, individual and corporate sponsor relationships that support **Walk in Faith's** mission and services in a fast paced and dynamic work environment.

As a **Level I Fundraising Coordinator**, your duties and responsibilities will include but are not limited to:

- Attend and coordinate special events and fundraising programs (restaurant events, community tournaments, social events, and other outreach workshops/programs).
- Interact with children, youth and families in a friendly and positive manner.
- Local travel, some evening and weekends are required.
- Marketing and Promotion of Event Flyers
- Flyer Distribution (social media, email, locally) 1-2 weeks before event.
- Distribute Flyers and Raffle Tickets to customers during event.
- Set up table with **Walk in Faith** information (brochures, business cards, flyers).
- Be prepared to inform, educate, and advocate for **Walk in Faith's** mission, goals, and programs.

Salary-\$400-\$800 monthly (**24-48** hours per month)

Additional Information:

Positions are part-time, event by event. Employees are paid \$100 per 6 hour Event, anything less or more than 6 hours is paid at the hourly rate of \$16 per hour.

Employees are on the 1st and 15th of the month.

Position Type: part time, event by event/hourly position

***All employees are hired AT WILL**-An at-will employee can be fired at any time, for any reason except in those exceptions granted by state and federal law.

***All Candidates must have reliable transportation.**

Job Requirements:

- The successful team player **MUST** be a people person and have excellent verbal communication and active listening skills.
- Should have previous fundraising/sales experience but it is not required.
- **MUST** have the ability to implement community fund-raising events by having a minimum of **5** people attend each event.
- **MUST** be able to raise a minimum of **\$300** per 6 hour event to receive **\$100** for that 6 hour event.
- Professional, confident and driven work style with a competitive spirit.
- Strong organizational, multi-tasking and time management skills.
- Demonstrates the highest level of personal and ethical standards.
- Bilingual skills a plus

Foster & Banks Walk in Faith Foundation is an Equal Opportunity Employer.

Last Name First Name
Fundraising Department Positions

Signature
June 2013