



Job Overview	
JOB TITLE	SUPPORTING FUND-RAISING EVENTS
LOCATION(S)	Much of this work can take place either virtually with occasional meetings to discuss strategy and answer questions. On days of scheduled events, presence at that event will be most helpful and important to the success of the event.
REPORTS TO	Currently work in this area is being overseen by our Coordinator of Fundraising &/or her desingee
DUTIES	General Job Description
	<p>Currently the organization relies on multiple activities to raise money. Some of these activities include:</p> <ul style="list-style-type: none"> • Grant writing • Yard Sales • Calendar Raffles • Annual Appeal Letters • Sponsorship Programs • Signature Event (Still looking to define what this might be for us) • Looking for additional ideas <p>Planning for and carrying out these events can be pretty intensive, especially as the event nears. We like to call upon the Adage “Many Hands Make Light Work.” Given how busy everyone is, we like to make use of efficient planning and execution of tasks as they are assigned. Usually there is an opportunity to find one’s comfort level in choosing tasks that need to be done. We’ll do our best to make sure that we make the best use of your time.</p>
TALENTS/SKILLS	SUPPORTING FUND-RAISING EVENTS
	<p>The following talents and skills are particularly important for those working in this area:</p> <ul style="list-style-type: none"> • Good organizing skills • Ability to make decisions • Comfortable with taking initiative • Prioritizing what needs to get done • Good attention to detail, especially as it applies to handling money
MUSTS	What We Ask of You
	We rely on our volunteers to have a good sense of how much time that they can commit to any given task. This self-awareness prevents people from overcommitting and then not being able to deliver.