

## **ACT-SO FUNDRAISER COORDINATOR - Volunteer Position**

### **Description**

The Fundraiser Coordinator is an unpaid volunteer position. We are looking for a driven fundraiser to raise funds for the local and national ACT-SO youth program. This role involves raising money to cover the program's expenses including supplies for competitors for local and National, and medals, travel expenses, hotels, meals, expenses for local competition awards ceremonies, and competition space.

### **Duties and Responsibilities**

- The fundraiser's responsibilities include developing fundraising programs, recruiting sponsors and volunteers, and encouraging support through promotional activities.
- Develop and maintain professional relationships.
- Demonstrate excellent written and verbal communication skills
- Researching potential sponsors.
- Creating marketing and promotional activities
- Maintaining records of sponsors.
- Financial tracking and reporting system while working closely with the Treasurer of the sponsoring NAACP unit.
- Organizing campaigns that will lead to donations.
- Training volunteers.

### **Skills & Personal Traits**

- Enthusiastic and creative thinker
- Ability to perform under pressure, possessing exceptional organizational and presentation skills.
- Detail-oriented with excellent time management
- Work well independently and proactive as part of a team.

### **Qualifications/Requirements**

- Non-profit fundraising and/ or event planning experience

- Please send a copy of a resume
- If your position requires direct contact with minor children a personal background check will be required.

### **Term/Commitment**

This position is at least 20 hours per week.

### **Benefits and Recognition**

This position provides valuable experience for fundraising management, event planning, marketing, and non-profit management students. This is also suited for people with an interest in gaining experience in the non-profit sector, fundraising, and anyone dedicated to the positive development of BIPOC youth in Southwest Washington.

Our volunteers are highly valued members of the ACT-SO NAACP team and contribute to making a significant difference in the success of our BIPOC youth.