



4T's TEACHING TEENS TO THINK

JOB SPECIFICATIONS

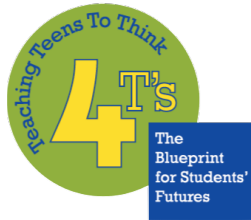
POSITION:	VOLUNTEER FUNDRAISING COORDINATOR
REPORTS TO:	ADMINISTRATION ASSISTANT
LOCATION:	VIRTUAL / WFO (WORK FROM HOME)
STARTING TIME:	1-2 HOURS PER WEEK
ENDING TIME:	REFER TO "STARTING TIME"
POSITION TENURE:	ONE YEAR
START DATE:	IMMEDIATE

OVERVIEW

4T's – Teaching Teens To Think Fundraising Coordinator position is responsible for creating positive cash flow to fund its programs.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assists in developing and implementing overall campaign plans.
- Prepares and implements plans for cultivation and solicitation.
- Implements a tracking/monitoring system for assigned programs; regularly updates account information and prepare ongoing evaluations.
- In conjunction with campaign volunteers, is responsible for preparing and implementing program campaign plans and strategies in accordance with the Campaign objectives, plan and timetable.
- Conducts or reviews research on prospective donors; develops and recommends approach strategy including setting dollar and/or participation goals.
- Works closely with administration and volunteers to develop plans, set goals, monitor activities, identify problems, and prepare action plans to resolve problems; prepares regular progress reports and overall evaluations.



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REQUIREMENTS

- Three to five years related experience or an equivalent combination of education, training and experience.
- Minimum of three years direct fund-raising experience. Supervisory experience and experience working with volunteers at various levels throughout the community are essential.
- Ability to independently apply a broad knowledge of fund-raising practices and principles.
- Excellent analytical, organizational and time management skills.
- Ability to coordinate and direct the work of others.
- Ability to exercise a high level of tact and discretion in both internal and external interactions.
- Ability to motivate and lead a team and work as a team member.
- Ability to create and maintain good working relationships with a variety of internal and external constituents.
- Excellent written, verbal and interpersonal communication skills.
- Familiarity with the Microsoft Office programs preferred.