



## **ROCHESTER A.B.O.V.E. POSITION DESCRIPTION**

Title: Fundraising Coordinator

Position held by:

### **PRIMARY FUNCTION:**

To coordinate, design & produce fundraising activities and programs in preparation for the upcoming event(s).

### **DUTIES & RESPONSIBILITIES:**

- Research plans & implements funding strategies including sponsorships for event(s)
- Maintain accurate records of contributions, funders, sources of funds organization, etc. and update regularly
- Help prepare fundraising budgets & timelines annually
- Organize & facilitate all fundraising & event planning & coordinate with volunteers
- Develop & update special event materials (print & website) for sponsorship press kits & fundraising events.
- Maintain a collaborative working relationship with board/committee members
- Responsible for maintaining fundraising budget

### **REQUIREMENTS:**

- Must have the ability to stay calm under pressure
- Must be flexible, reliable, organized, self-motivated & creative
- Must be proficient in computers
- Must have the ability to work independently as well as in a group
- Must possess strong organizational & time management skills
- Must have excellent interpersonal & communication skills
- Must be attentive to details
- Must have the ability to maintain confidentiality

- Attend board/committee meetings and events