



## **FOUNDATION**

# ***FUNDRAISING COORDINATOR***

### Scope of Work:

The Fundraising Coordinator acts as a liaison between the Gila Regional Foundation Board and the Community. The Fundraising Coordinator will manage fundraising drive, oversee the administration of special events and grant proposals.

### Essential Duties and Responsibilities:

- Researches support from individual and corporate foundations and major gift proposals
- Meet with the Gila Regional Foundation to determine if there are special funding needs and sources
- Coordinates the details for special events planning
- Staff the Gila Regional Foundation booth at community events and network with community members and potential prospects
- Propose and write for grants for the Gila Regional Foundation
- Maintain accurate donor records
- Maintain endowment records, track pledges, send reminder notices of pledges due, send acknowledgements of donations received
- Prepare a monthly accounting summary of fundraising projects for the Gila Regional Foundation
- Maintain good lines of communication with the Gila Regional Foundation and the community
- Design Gila Regional Foundation promotions
- Other duties as may be assigned

### Qualification and Experience:

High school diploma, Associate Degree or Bachelor's degree in a related field a plus. Valid Motor Vehicle license and good driving record required. 1-2 years experience in a business environment; previous foundation experience preferred. Excellent written and verbal communication skills required. Good public speaking and interpersonal skills required. The ability to work with minimal supervision required.



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Deliverables:

Reporting to the Gila Regional Foundation Board (GRFB) President of planned events and performs a variety of diversified duties related to the coordination and support of said events

Responsible for securing new sponsors and contributions to GRFB, executing fundraising events and developing relationships for current and new volunteers, donors and sponsors.

The GRFB Fundraising Coordinator will take the lead with third party events and support for all Foundation activities or events. He/she will track expenses and team fundraising. She/he will oversee and manage volunteers in a professional and efficient manner and will need to be flexible and work quickly, if need be.

Responsible for executing and participating in fundraising events such as golf tournaments, walks, bike races to include participant recruitment and retention, sponsor cultivation and solicitation; promotion and marketing activities and all event logistics.

Provide support events; including pre-event/post-event set and breakdown, registration, mailings, Facebook/Website updates, scheduling and attending all GRMF events.

Ensure that the GRMF website and setup for online event registration and donations forms are up to date.

Be the point person for third party events with responsibilities that will include: engaging with community event organizer members and engaging in independent fundraising events in support of GRMF.

Responsible for event mailings.

Generate all participants reports and provide information for financial reporting for events.

Evaluation

Qualifications: 40 points - The Contractor will provide levels of education and previous experience with foundations, if any.

References and Experience: 40 points - The Contractor will provide names and contact information for all contracts within the last 3-5 years. Please provide any fundraising experience within the last 3-5 years.

Cost: 20 points