



## Job Description

**Position Title** - Fundraising Lead

**Goal of the position** - To plan and lead fundraising activities for the Kindness Initiative. The Fundraising Lead is a highly motivated, creative individual with experience and a passion for connecting with current and future donors, supporters, and volunteers.

**Role** - The Fundraising Lead is responsible for assisting in and supporting *Kindness Initiative* fundraising operations.

### Responsibilities

- Works to acquire new donors and manages a donor database; keeps in regular contact with donors during fundraising events.
- Maintains the accuracy and integrity of databases by ensuring that all information is kept current and up to date.
- Provides support to various committees and volunteers during fundraising campaigns and events.
- Assists with the creation and finalization of guest lists.
- Mails correspondence to potential donors, volunteers, and other guests in order to inform them of events and activities.
- Provides support to other members of the Marketing Team.
- Performs basic administrative duties such as filing, data entry, maintaining a filing system and more.
- Assists in scheduling meetings with prospective funders and donors.

### Qualifications and Experience

- Experience with donor management tools and/or Constituent Management System
- Displays exceptional time-management and organizational skills as needed for meeting deadlines.
- Shows persuasiveness and the ability to procure donors, funders and items needed for fundraising efforts.
- Demonstrates a professional demeanor whether speaking to others in person, over the phone, via email or through letters.
- Works well alone as well as under direct supervision.



**Time Commitment** - 3-5 hours/week

- Updating donor database
- Correspondence w/ potential and existing donors
- Meeting w/ supervisor and Team

**Supervision/Training**

- The Fundraising Lead reports to the Coordinating Director
- Annual training & professional development opportunities