

Fundraiser Coordinator Job Description

Rize Beyond is an organization that assist low-income young adults with obtaining their GED and setting pre and post GED goals. Most participants lack support and have barriers to overcome. Fundraiser Coordinator will assist with all aspects of donations so that we have funds to fulfill our mission and purpose.

- Research, identify, and contact potential donors
- Create a strong fundraising message that appeals to potential donors.
- Strategize and execute fundraising campaign or event that will lead to solicited donations for the organization.
- Maintain records of donor information for historical data and future use.
- Debrief and evaluate the success of previous fundraising events.
- Train volunteers in fundraising procedures and practices.
- Ensure that all legal reporting requirements are satisfied and ensure that our solicitation permit is renewed every two years.

Qualifications: Ideal candidates will possess the following qualifications:

- Has earned a high school diploma or GED
- A minimum of one year experience with fundraising efforts
- Ability to commit to at least nine months to a year of volunteering with the organization
- Must have great communication, leadership, and organizational skills, be detail oriented.
- A commitment being reliable, responsible, and dependable, and fulfilling obligations
- Volunteer at least 10-15 hours a week

Background check is required. This is a volunteer opportunity.

Please apply at rizebeyond.org.

If you have any questions, please email info@rizebeyond.org.