



Fundraising Coordinator

Description: The Fundraising Coordinator coordinates fundraising strategies and is responsible for supporting major fundraising programs. Assists in the development of fundraising goals and soliciting funds. Being a Fundraising Coordinator helps to identify new potential donors and organizes initiatives to solicit funding. The Fundraising Coordinator is responsible for the coordination and support of the organization's fundraising events. Role requires the orchestration and hands-on involvement in all event fundraising and event activities; development and management of event committees and volunteer; development of corporate and business relationships along with the solicitations of monetary and in-kind support for sponsorships, auctions, fundraising activities, event marketing and outreach.

Responsibilities:

- Be able to articulate the objectives of the festival/event to donors
- Develop a fundraising action plan
- Assist in the development of fundraising goals and soliciting funds
- Plan and coordinate fundraising events
- Collaborate with the Sponsorship Coordinators
- Communicate with the Financial Management Coordinator
- Identify new potential donors and organize initiatives to solicit funding
- Provide updates to the planning committee regarding fundraising duties and events

Requirements:

- Commit to You Matter 2 from September 2021 - June 30, 2022
- Attend bi-weekly (twice a month), 1.5 hour Juneteenth team meetings
- Experience in fundraising
- Strong organizational skills
- Good communication skills, including written, oral, and interpersonal;
- Ability to use computers, email, and similar tools;
- Ability to get along with different people; and
- A passion and a sense of humor are definite assets.
- Resident of a local South Suburban Community
- Dedicated to the mission of You Matter 2 and Juneteenth