

Fundraising Coordinator

Primary role

The Fundraiser Coordinator develops and oversees the team's annual fundraising strategy to meet established revenue goals. This role plans and executes key fundraising initiatives, cultivates community and corporate partnerships, coordinates event logistics, and ensures proper handling and reporting of funds in collaboration with the Board Treasurer. The Fundraiser Coordinator provides regular progress updates to the Board and maintains organized records to support sustainable, year-over-year fundraising success.

Responsibilities

Community fundraising:

- Develop annual fundraising strategy, including establishing 2026 revenue goals, timelines, and key initiatives; present written plan to the Board for review and approval.
- Create fundraising materials (digital and print) for Board approval and oversee distribution.
- Identify, cultivate, and maintain relationships with corporate and community partners.
- Research and evaluate grant opportunities; assess feasibility and coordinate applications as appropriate.

Restaurant nights:

- Oversee and/or coordinate restaurant partnership opportunities.
- Provide promotional content to the Communications Coordinator for website, email, and social media distribution.
- Post event reminders in TeamSnap Chat and monitor engagement.
- Track event performance and report proceeds to the Board Treasurer.

Grocery bagging:

- Oversee and/or coordinate bagging dates with local Cub Foods locations within the 196 MTB district.
- Organize volunteer sign-ups in collaboration with the Communications Coordinator.
- Post event reminders in TeamSnap Chat and monitor engagement.
- Track event sign-ups and performance.

- Manage on-site setup and teardown of tables and equipment.
- Oversee cash handling procedures; collect, count, and reconcile funds.
- Submit proceeds and documentation to the Board Treasurer promptly.

Raffle:

- Oversee the procurement of raffle items through donations and sponsorship outreach.
- Coordinate logistics and communication with the Banquet Coordinator.
- Oversee raffle setup, ticket sales, and reconciliation of funds.

Other:

- Provide regular fundraising updates at Board meetings, including progress toward annual goals.
- Coordinate deposits, tracking, and receipt documentation with the Board Treasurer.
- Maintain accurate records of fundraising activities, contacts, and outcomes for year-end reporting and future planning.