

Position: Fundraising Coordinator

Board Meeting Location:

Whole Foods Market
353 E Broadway
Eugene, OR 97401

Board meetings: 2nd Saturday of every month, 10am-12pm
Expected Service Length: August - June

General Requirements

- Computer with internet access
- Knowledge of Google Drive and Google Email
- Ability to receive/send text messages
- Facebook account (or willingness to create one to communicate with our private board group and the secret Tiny Tots group)
- Good organization and communication skills
- Ability to multitask and follow through

Tiny Tots provides a work Google email account with access to Google Drive

All Board Members

- Attend most monthly board meetings
- Complete the meeting notes related to your role for every board meeting
- Fulfill responsibilities in a timely manner specific to your role
- Communicate with the board to brainstorm, solve problems, help each other, etc.
- Help with member orientation, open house, events and fundraisers as needed
- Give tours as needed
- Open/close/clean the site as needed
- Attend 2 board meetings in August to prepare for opening TT in September - 1 meeting is to physically set up the site
- Help take down TT in June (ideally twice - at the beginning of your time on the board and at the end of your year on the board)

**Position Specific
Requirements**

- Appeal to businesses and organizations for fundraising opportunities and donations
- Maintain records of transactions with businesses, including contact info, what the donation was, and when it was received in conjunction with the Finance Coordinator
- Request donations throughout the year for raffles - at least 5 prizes per raffle
- Apply for grants if eligible (Wal-Mart, other community grants)
- Have one restaurant fundraiser per term (Papa's Pizza, Frozen Yogurt, Coffee, etc.)
- Have one raffle per term (typically during an on-site party per term)
- Work with Marketing/Social Media Coordinator to promote upcoming raffles and fundraisers
- Set up, run and collect money at raffle event or designate board member to do so (cash or using Square)
- Report to board after every raffle and fundraiser with how much raised and names of raffle winners
- Follow up with raffle winners immediately after event
- Manage Square account with Finance Coordinator after each event/fundraiser
- Coordinate with Webmaster to update "donors" on website if agreed with sponsor/donor
- Send a thank you letter to each donor
- Work on increasing participation in Fred Meyer Community Rewards and AmazonSmile programs
- Develop new fundraising strategies and evaluate their effectiveness

