



Real Queens Fix Each Other's Crowns

Job Title: Fundraising Coordinator

Organization: Real Queens Fix Each Others' Crowns

We are looking for a **Fundraising Coordinator** for the [Real Queens Fix Each Others' Crowns](#). This volunteer role would be responsible for researching and building relationships with potential donors, organizing fundraising events, and recommending and implementing fundraising strategies and goals.

Our ideal candidate will have:

- Strong communication and relationship building skills.
- Experience with event planning, sponsorship outreach, sales, fundraising, donor relations or community engagement.
- Creative thinker who can help develop fundraising campaigns and donor engagement strategies.

Key responsibilities include:

- Raise funds for our cause and regularly meet or surpass fundraising targets
- Research potential donors to gain insight into needs, beliefs and donation habits to understand how to position our organization to them
- Assist in brainstorming and creating new methods to raise funds for our organization
- Assist in planning and coordinating events meant to raise funds
- Coordinate activities of volunteers and interns related to event planning and execution
- Work with marketing team to create materials, like flyers and brochures, to be used for the promotion of events and other fundraising pushes
- Analyze the performance of events and other fundraising activities for effectiveness and to identify areas where money can be saved
- Maintain complete and orderly records of donors and manage regular donor communications
- Build upon existing donor relationships and form new donor relationships on a regular basis
- Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising activities

Expected time commitment: 5-10 hours/week. This includes checking your RQFEOC email at least three times a week to ensure that potential volunteers or donors are not waiting for communication.

This position will receive a monthly stipend of \$250 for up to 10 hours of work/month.

We ask that all leadership team members commit to one year of being on the team if possible, although less can be negotiated! Please be honest about your time commitments, while we realize it is difficult to forecast what you may be doing four or five months out, we ask potential leadership team members to try their best to upfront with any conflicts, either work or personal. Thank you for your understanding!