



RRHC Director of Fundraising Duties

Position Title Director of Fundraising

Position Length of Term Unlimited

Position Overview Assist the Board of Directors and Executive Director with the operations of the season.

Essential Job Functions

- 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
- Leverage technology and social media where possible to improve fundraising activities
- Assist in planning and coordinating events meant to raise funds and coordinate activities of volunteers and interns related to event planning and execution
- Create marketing 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

Requirements

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail oriented
- Friendly and sociable to serve as RRHC host

Other Skills and Abilities

- Ability to adapt to changing situations
- Ability to solve conflicts quickly and efficiently