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## **Development – Fundraising Aide**

Are you a creative thinker, do you have strong initiative, and are you committed to making a difference for older adults in the North/Eastside of Madison? Successfully recruiting sponsors to make our ideas a reality is fulfilling, and this is an opportunity to bolster your communication and networking skills. Help drive our mission forward and join our development team today!

### **Responsibilities:**

- Assist management staff and Special Events and Volunteer Coordinator with maintaining and building new relationships with community members through multiple channels, such as social media platforms, online campaigns, and personal outreach.
- Clerical duties which include managing current and future fundraising database, sponsor mailings, advertisement creation, and more.
- Work with management staff and Special Events and Volunteer Coordinator to plan and execute proposed fundraising strategies that include fundraising drives, events, and other initiatives.
- Identify fundraising opportunities and raises awareness of NESCO's work and mission.

### **Commitment:**

- 5-10 hours a week, Monday–Friday. Volunteer is able to set their own schedule.
- Minimum 6 months – 1-year commitment.

### **Requirements:**

- Demonstrate strong verbal and written communication skills, and energy for community interaction and engagement.
- Motivated to help us meet our fundraising goals, and helping us improve.
- Show empathy and understanding when working with senior adults, and able to keep confidentiality.
- Intermediate proficiency with Microsoft Word and Excel. Not required, but intermediate proficiency with Microsoft PowerPoint and Publisher is a plus.
- Recommended knowledge of Facebook, Instagram, and Twitter.
- Must pass a criminal background and references check.

### **Benefits:**

- Recognition at our Annual Volunteer Recognition Celebration.
- If you are over age 55, also an opportunity to affiliate with the Retired Senior Volunteer Program of Dane County (RSVP).

The Coalition does not discriminate on the basis of age, race, ethnicity, religion, color, gender, physical handicap, marital status, national origin or ancestry, cultural differences, physical appearance, sexual orientation, arrest or conviction record, income level or source of income, student status, political beliefs, military participation or membership in the national guard, state defense force, or any other reserve component of the military forces of the United States, or less than honorable discharge.