Fundraising Coordinator

Description:

The Fundraising Coordinator is primarily responsible for organizing successful fundraising events to ensure the team has the funds necessary to accomplish annual goals and attend Regional and State Games. Working directly with the Local Program Coordinator (LPC) and as a part of the Local Program Management Team (LPMT), this position requires the ability to work effectively with many types of people and manage multiple priorities simultaneously. This is a volunteer position requiring excellent self-motivation skills and the ability to work independently and on a team. The Fundraising Coordinator works under the supervision of the LPC.

Responsibilities:

• Collaborate with the Finance Coordinator to Develop an End of the Year Annual Budget for the upcoming year, anticipating fundraising needs. Budgets are reviewed by LPMT and approved by the LPC by the end of each year.
• Must develop an understanding of Special Olympics Idaho’s (SOID) financial procedures and policies and ensure the team adheres to the proper protocols when fundraising under the name of SOID.
• Work in collaboration with the fundraising staff at SOID to ensure team participates in statewide fundraisers, both to benefit the local program and the statewide program.
• Organize and operate a variety of fundraising activities throughout the year.
• Account for all expenses and revenue from all fundraising events. Turn over all funds to the finance coordinator within three days after the close of the event, or when requested.
• In October of each year, develop an annual plan that includes approximate dates and rough expenses and/or revenue estimates, and submit it to the LMT.
• Ensure that all fundraising activities are coordinated between the Regional, State, and Local Program.
• Attend and participate in LPMT meetings.
• Communicate regularly with the LPC, work with the LPC and Communication Coordinator to publicize events.
• Adhere to Special Olympics Idaho and Special Olympics International’s policies and procedures regarding developing sponsors, fundraising, language guidelines, use of logo and credit line.
• Assume other related responsibilities as assigned by the LPCs.
Requirements:

- A commitment to the Special Olympics Idaho mission
- Knowledge of finance management and budgeting
- Proven experience in Event Management and Excellent organizational skills
- Experience working/volunteering with persons with disabilities
- Previous experience with Special Olympics desired
- Excellent time management skills and the ability to multi-task
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- Must be practiced and enjoy working with a group of diverse personalities
- Must provide own transportation to Special Olympics events and meetings
- Must represent Special Olympics Idaho in a professional manner
- Complete and pass all Class A volunteer paperwork including background check

Commitment Expected:

This is a year-round volunteer position. The Fundraising Coordinator must be available for communication via email and telephone and must be able to respond to communication in a timely manner. Hours will vary based on the time of year, but are flexible. A minimum 3-year commitment to the position is required. This is an at-will volunteer position. This position may be terminated at anytime by Special Olympics Idaho or the LPC without reason. To apply for this position, please email your resume and cover letter to the LPC overseeing the team with whom you wish to volunteer.