

## **Fundraising Coordinator Lead Volunteer**

The Veronica's Voice Fundraising Coordinator Lead will be responsible for organizing events and campaigns to raise money for Veronica's Voice and will act as the Lead for all Fundraising Volunteers. You may assist in the conceptual design of promotional materials for these events. Your efforts will increase awareness of Veronica's Voice's work, goals and financial needs in the community. You may at times be asked to assist in other Volunteer activities as needed. This position is for an individual that would like to take the next step in doing something meaningful in partnering with Veronica's Voice. Fundraising can be both fun and creative. The opportunities for fund raising are limited only by your imagination! Your efforts will directly impact the mission of Veronica's Voice and further our ability to provide services and increase programs for those in need.

### **General Expectations**

- Organize and implement campaigns and events to solicit donations (key task)
- Research prospective donors
- Create a strong fundraising message that appeals to potential donors
- Identify and contact potential donors
- Train volunteers in Veronica's Voice fundraising procedures and practices
- Ensure that all legal reporting requirements are satisfied
- Member of Veronica's Voice Empowerment Board that meets once a month and will provide updates on achievements, activities, upcoming events and other pertinent information to the Board, Executive Director and President.
- Report directly to the Executive Director

### **Application Process**

If interested please email [volunteer@veronicasvoice.org](mailto:volunteer@veronicasvoice.org) with; the 'title' of the volunteer position(s) you are interested in *as the subject line*, and a brief description of your skills, motivation for volunteering for the position, and the amount of time/availability to dedicate to the position. The more information you provide the better we can match you with our needs. Then, register for the next volunteer orientation session at [veronicasvoice.org/event](http://veronicasvoice.org/event). You do not have to have any specified position of interest prior to attending volunteer orientation. Orientation will provide more insight into the positions available.

### **Acceptance and Training**

After you attend volunteer orientation, we will direct you to the volunteer portal to complete and sign the Veronica's Voice Volunteer Policies and Paperwork. Once these forms are complete, we will run a background check. We will also accept a background check that has been completed in the last year. Then, you will be ready to volunteer! All upcoming volunteer events and opportunities will be listed in the volunteer portal.