



Fundraising Volunteer Job Description

Position Summary:

The fundraising volunteer helps to identify, educate, engage, and solicit donors for financial and/or in-kind donations.

Essential Duties and Responsibilities:

- Work independently and be self-motivated in initiating contacts with potential donors
- Manage assigned gift prospects, and implement and execute strategies for solicitation of these prospects, ensuring regular interaction through personal visits, mail/email, telephone and other events
- Draft proposals, briefings, contact reports and other correspondence for prospects
- Make decisions on cultivation time committed versus expected gift response, determine who needs to be involved in the relationship with the prospective donor and decide the most effective and productive use of travel time
- Other duties as assigned

Education/Experience:

- High school diploma or GED required
- A minimum of one year of experience in fundraising, preferably in youth community organizations, and/or sales experience in cultivating and soliciting leads is preferred

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This position requires someone who has excellent writing and communication skills, is self-motivated, reliable, organized, thorough and timely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Other Abilities:

- Must be able to read, write, speak and understand the English language.
- Excellent writing, communication, organizational, time management skills.
- Ability to maintain a professional, confidential work environment.
- Must demonstrate the ability to meet deadlines and submit reports to the CEO.
- Willingness and ability to make cold calls and/or emails to a variety of constituents
- Ability to work independently and be self-motivated in initiating contacts with potential donors
- Broad knowledge of the principles of fundraising and an ability to participate in all aspects of the gift cycle
- Ability to effectively utilize various fundraising and customer relationship management technology
- Knowledge of IRS and FASB laws, rules, and regulations is preferred along with thorough knowledge of fundraising and solicitation best practices, policies, procedures, and method
- Must demonstrate respect for all family lifestyles and cultural values.
- Ability to relate with children in a nurturing and respectful manner while maintaining appropriate boundaries with both children and families.
- Ability to cooperatively engage with a culturally diverse children and adult populations.

Physical Demands:

Fine motor skills such as typing, the use of a computer mouse and telephone handset is required. This volunteer may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Conditions:

Must be willing and able to work in/with, but not limited to, underserved communities, variable weather conditions, irregular work hours, etc.

Organizational Background Information:

I Choose Life Ministries (ICL Ministries) is a non-profit organization based on Christian principles designed to inspire, promote and equip the next generation of young men and women to make an impact in their personal life, communities and the world. ICL Ministries was designed to be a mentoring program based on Christian principles for underserved students ages 10 to 18 located in Delaware and Philadelphia county, PA. Our mission is to help these students become empowered through the knowledge of holistic health and awareness.