



GET TOBY HOME – ROLE: FUNDRAISING COORDINATOR

The Fundraising Coordinator will be responsible for coordinating and supporting major fundraising efforts for Get Toby Home.

MAIN RESPONSIBILITIES

- Identify and plan annual fundraising opportunities (typically 1-2 a year).
- Schedule, manage and ensure successful execution of events, including online auction.
- Ensure events are within budget, meet team objectives and appropriately represent the Get Toby Home organization and its brand within the community.
- Plan events in coordination with the Board of Directors, other volunteers and vendors.
- Work with internal and external parties to initiate, plan and execute fundraising events.
- Functions as team liaison with other animal organizations' and rescues' events.
- Identify grants available and write grant requests.
- Set up and maintain fundraising websites as needed (i.e. <https://www.networkforgood.com/>, <https://go.mobilecause.com>, etc.).
- Work closely with the Events Coordinator and Board of Directors as needed.

RECOMMENDED SKILLS & COMMITMENT

- Ability to volunteer a minimum of 5-10 hours a week
- Self starter, good problem-solver and highly self-motivated
- Have an active Facebook account
- Dedicated team player that enjoys working as part of a team
- Excellent communication and interpersonal relationship skills
- Strong written and verbal skills
- Ability to communicate recommendations with Board of Directors and provide regular updates
- Ability to build strong relationships with team members and within the community
- Highly organized and detailed oriented
- Strict adherence to client and team confidentiality
- Compassionate
- Located in State of Wisconsin
- Able to attend annual meeting
- Able to support Get Toby Home at public events
- Strong Facebook page knowledge