

Volunteer Fundraising Assistant Job Description

Responsibilities

- Compile and maintain a database for donor organizations.
- Regularly monitor donor websites and identify and inform donor opportunities matching the work of 4Ts.
- Maintain a website and regularly update it with information about 4T's work.
- Undertake independent research in finding alternative resources for long-term sustainability of 4Ts.
- Assist the President in developing business plans to generate income from various sources.
- Undertake online research and build contacts with potential individual donors and raise funds for the activities of 4Ts.
- Maintain relationships with existing donors and respond to their requests regularly and keep updating them about the work of 4Ts.
- Improve and develop communications material for 4Ts such as brochure, website, annual report, DVD, poster etc.
- Organize or provide assistance in organizing any fundraising events for 4Ts.
- Suggest other innovative ideas for effective resource mobilization.
- Assist with development and execution of media campaigns.

Skills

- Good written and verbal communication skills
- Good computer and social networking skills
- Must be prepared and ready to document and complete assigned task
- Ability to work independently and as part of a team.
- Experience in fundraising
- A passion for working with local communities and young professionals
- Enthusiasm, dedication, entrepreneurial spirit, "can-do" attitude
- Be able to work on your own initiative and with minimal supervision
- Good team working skills

Qualifications

- Must be highly professional
- Positive Attitude Required.