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# Example of Fundraising Job Description

Our growing company is looking for a fundraising. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for fundraising

* Oversee the advertising, marketing, direct mail, and public relations campaigns for individual giving, the Community Partners program and special occasion giving
* Manage relationships with outside vendors/agencies to execute advertising, marketing, direct mail, and public relations campaigns
* Coordinate with Major Gifts to establish a pipeline of annual giving donors to elevate to higher levels gifts
* Oversee all aspects of Light The Night Walk including participation in committee meetings, recruitment and kickoff events
* Oversee all aspects of small to midsize fundraising campaign(s) and/or multiple independent elements on several Campaign(s) to include the Light The Night Walk, and Man & Woman of the Year, or other fundraising campaigns, including participation in committee meetings, recruitment and kickoff events
* Oversee all aspects of Man & Woman of the Year including participation in committee meetings, recruitment and kickoff events
* Develop, plan, coordinate, execute and evaluate a comprehensive fundraising training plan for Heart Walk, Heart Ball and Go Red For Women fundraising staff
* Regularly review data and issue timely reports on gifts, and the success of various appeals and outreach
* In charge of food donations for all events
* Identify and secure new fundraising opportunities with local foundations

## Qualifications for fundraising

* Excellent relationship development and interpersonal skills, strong organizations skills with an attention to detail and accuracy required
* Prefer health care background (veterinary or human healthcare, pharmaceutical)
* 8+ years' successful fundraising experience, including a proven track record in soliciting and closing gifts
* Experience with direct mail, online and social media strategies
* Knowledge of emerging trends
* Demonstrated ability in high level strategic planning, project management and organizational skills