



POSITION AVAILABLE Fundraising Assistant

The Aliveness Project is a community center that provides on-site meals, food shelf, integrative therapies and other services to the HIV/AIDS community. The mission of The Aliveness Project is to encourage self-empowerment and provide direct services for persons living with HIV/AIDS.

Purpose: To assist with fundraising events and activities for The Aliveness Project, a community center that provides services for people living with HIV/AIDS.

Responsibilities:

- A. Assist in researching and recruiting participating businesses and participants for Dining Out for Life, Pride Event, Red Ribbon Ride, A Taste For Life, Walk To End Hunger, donor breakfasts, and other fundraising events.
- B. Coordinate development and distribution of marketing materials for fundraising events.
- C. Assist with promotion and marketing of all fundraising events.
- D. Assist with scheduling and coordinating of volunteers for fundraising events, membership programs and other activities.
- E. Assist in the solicitation of vendors as sponsors for various agency events.
- F. Schedule and attend appointments and speaking engagements for various fundraisers.
- G. Develop and organize materials and files for fundraising events and other activities.
- H. Assist in writing client stories for donor letters and other fundraising efforts.
- I. Assist with press releases and media relations for events and activities.
- J. Other duties as assigned.
- K. Reports to the Director of Fundraising and Special Events.

Education: At least two years of college education; Bachelors degree preferred.

Experience: At least one year of previous experience in working with fundraising events for a nonprofit organization.

Qualifications:

- A. Must have current driver's license and reliable vehicle for work use.
- B. Knowledge of social media and communications strategies.
- C. Ability to interact effectively in a public setting and an outgoing personality.
- D. Previous experience with public speaking and communications.
- E. Ability to coordinate projects in detailed and timely manner.
- F. Ability to lift 40 pounds.
- G. Knowledge of and skills using personal computer equipment and related software for word processing (MS Word), client database (MS Access) and spreadsheets (MS Excel).
- H. Skills in preparing program files, records and reports.
- I. Ability to manage, prioritize, categorize, and complete multiple tasks.
- J. Ability to manage stress in a proactive manner.
- K. Ability to work with a diverse population.

Hours: 40 hours per week, including evening and weekend hours.

Salary: \$15.00/hour. Benefits include Paid Time Off (PTO), holidays, health insurance, and mini-cafeteria plan (options for dental, disability, and other insurance.)

To apply, please submit résumé with cover letter by 4 p.m. on Friday, October 3, 2014 to:

The Aliveness Project, 3808 Nicollet Avenue, Minneapolis, MN 55409
E-mail: events@aliveness.org FAX: 612-822-9668 PH: 612-824-LIFE (5433)
www.aliveness.org

This position will be posted until filled.