



# 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 sponsors and restaurants for Dining Out for Life and other events;
- B. Coordinate development and distribution of marketing materials for Dining Out for Life and other events;
- C. Assist with promotion and recruitment for the Walk to End Hunger event;
- D. Assist with scheduling and coordinating of fundraising volunteers and 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 department;
- H. Assist in writing client stories for donor letters and other fundraising efforts;
- I. Assist with event promotions, including obtaining financial support and media relations for events and activities;
- J. Other duties as assigned by the Director of Fundraising and Special Events;
- K. Reports to the Director of Fundraising and Special Events.

**Education:** Two years of college education; Bachelor of Arts 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 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:** 20 hours per week, including evening and weekend hours.

**Salary:** \$15.00/hour. Position includes pro-rated Paid Time Off and holidays (no other benefits.)

**Position is open until filled.**

**To apply, please submit résumé with cover letter  
by 4:00 p.m. on Wednesday, January 9, 2013 to:**

**The Aliveness Project, 730 East 38<sup>th</sup> Street, Minneapolis, MN 55407  
PH: 612-822-7946 FAX: 612-822-9668 [www.aliveness.org](http://www.aliveness.org)**