

# **Job Description**

## **Fundraising and Special Events Assistant**

### **Description:**

The Aliveness Project serves people that are living with HIV/AIDS. Our Fundraising and Special Events Assistant is important point of contact that people have with our organization. We rely on that person to help establish a positive and welcoming environment. Duties will be different from event to event so flexibility is required. Some of the duties include:

- assist with the scheduling of events and volunteers
- schedule and attend appointments and speaking engagements for various fundraisers
- assist in compiling and completing donor letters
- develop and organize files
- help design and develop agency flyers, brochures and displays
- assist in the solicitation of vendors for different agency events
- duties as assigned by the Director of Fundraising and Special Events
- report to the Director of Fundraising and Special Events

### **Requirements:**

This position requires that you be able to work as a team member and be a detail oriented individual. Someone that meets the public well, having an outgoing personality. Person should have the use of a car and be able to lift 30 pounds. You must be at least 18 years of age and have at least two years of college education.

### **Hours:**

This position will need to be able to work a minimum of 15-20 hours a week to a maximum of 40 hours a week. Flexible schedule will be needed at times due to the different events throughout the year. May include evenings and weekends hours.

**Training:**

Four-hour training session to become familiar with procedures and resources. Basic information about HIV/AIDS is provided; in-depth education is available upon request. An initial informational meeting will be held regarding each event.

**Communication:**

The Aliveness Project relies on volunteers for the operation of each event, so it is important to communicate any changes as soon as possible. This person will be responsible to document and record all information related to the event. Report any issues or problems to the Director of Fundraising and Special Events.