

Position Title: Fundraiser Coordinator

Organization: The Project With A Purpose Inc

Location: Remote

Reports To: Chief of Operations (COO)

Position Type: Volunteer

Position Summary:

The Fundraiser Coordinator is responsible for planning, organizing, and executing fundraising events and campaigns that support the mission of The Project With A Purpose Inc. This position plays a key role in generating financial support from individuals, businesses, and community partners—helping sustain programs that serve veterans and promote mental health awareness.

Working closely with the Chief of Operations, Marketing Manager, and Grant Writer, the Fundraiser Coordinator develops creative fundraising ideas, builds donor relationships, and ensures every fundraising effort aligns with the organization's strategic goals.

Key Responsibilities:

- Fundraising Strategy & Execution
- Plan and coordinate fundraising events, drives, and campaigns throughout the year.
- Work with leadership to set fundraising goals and track progress.
- Develop and implement creative approaches to engage donors and community supporters.
- Manage event logistics, sponsorship packages, and donor recognition efforts.

Corporate Sponsorship & Donor Relations

- Collaborate with the Chief of Operations to build and maintain relationships with local businesses and corporate sponsors.
- Assist in identifying and securing event sponsors and in-kind donors.
- Ensure sponsors receive appropriate recognition across marketing and social media platforms.
- Maintain a database of donors and sponsorship contacts for follow-up and stewardship.

Marketing & Collaboration

- Work with the Marketing Manager to promote events and campaigns across social media, email, and community channels.
- Coordinate with the Grant Writer to align fundraising campaigns with grant initiatives and reporting.
- Support storytelling and content creation to highlight donor impact and community support.

Reporting & Accountability

- Track fundraising results, donor engagement, and sponsorship commitments.
- Provide regular updates and reports to the Chief of Operations.
- Ensure transparency and compliance in all fundraising activities.

Qualifications:

- Experience in fundraising, event planning, or community engagement (nonprofit experience preferred).
- Strong communication, networking, and relationship-building skills.
- Organized, creative, and detail-oriented with the ability to manage multiple projects.
- Comfortable engaging with sponsors, donors, and the public.
- Passionate about supporting veterans and community service.

Preferred Skills:

- Experience with donor databases or CRM systems.
- Event promotion and social media coordination experience.
- Knowledge of sponsorship and fundraising best practices.

How to Apply:

Interested candidates should email a resume and brief cover letter to theprojectwithapurpose@gmail.com with the subject line: Fundraiser Coordinator Application