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**Title** HOPE Foundation Volunteer - Fund Development Specialist

**Reports to** HOPE Foundation Executive Director

**Background and Purpose of To The Rescue HOPE Foundation:**

The To The Rescue HOPE Foundation was established in November, 2020 and received a 501c3 Determination Letter in July, 2021.

The To The Rescue HOPE Foundation was established to secure funding and resources to improve the quality of lives for the at-risk population (primarily elderly and individuals with intellectual or developmental disabilities). Our mission is to empower and support at-risk individuals and those assisting them to live their best lives and our vision is to be the premier and largest recipient of grants, donations, etc. for the population we serve. The main focus areas in this effort are to support safe and affordable housing, employment opportunities, transportation, healthy living, community access, advocacy and other essential needs for the at-risk population in Iowa, Colorado and Arizona.

**Position Summary:**

Organizes activities to raise funds or otherwise solicit and gather monetary donations or other gifts.  
Raises awareness of our work, goals and financial needs.

**Duties/Responsibilities:** The duties / responsibilities may include, but are not limited to, the following:

- Research funding opportunities from government and non-government agencies
- Conduct research to identify the goals, net worth, history of charitable donations or other data related to potential donors, potential investors or general donor markets
- Develop corporate fundraising programs, such as employer gift-matching
- Develop and implement fundraising activities, such as annual giving campaigns or direct mail programs
- Develop strategies to encourage new or increased contributions
- Develop fundraising activity plans that maximize participation or contributions and minimize costs
- Direct and coordinate web-based fundraising activities, such as online auctions or donation websites
- Plan and direct special events for fundraising, such as silent auctions, dances, golf events or walks
- Create and update donor databases
- Identify and build relationships with potential donors
- Solicit cash or in-kind donations or sponsorships from individual, business or government donors
- Compile or develop materials to submit to granting or other funding organizations
- Prepare materials for charitable events, such as fundraising envelopes, bid sheets or gift bags
- Recruit sponsors, participants or volunteers for fundraising events
- Direct or supervise fundraising staff, including volunteer staff members
- Coordinate transportation or delivery of materials, supplies or donations for fundraising events
- Attend community events, meetings or conferences to promote organizational goals or solicit donations or sponsorships



**Duties/Responsibilities (cont.):**

- Contact corporate representatives, government officials or community leaders to increase awareness of organizational causes, activities or needs
- Explain the tax advantages of contributions to potential donors
- Secure commitments of participation or donation from individuals or corporate donors
- Secure speakers for charitable events, community meetings or conferences to increase awareness of charitable, nonprofit or political causes
- Establish fundraising or participation goals for special events or specified time periods
- Write and send letters of thanks to donors
- Monitor progress of fundraising drives
- Monitor budgets, expense reports or other financial data related to fundraising
- Write reports and prepare presentations to communicate fundraising program data

**Required Skills/Abilities:**

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong leadership skills with ability to motivate and encourage others
- Proficient with Microsoft Office Suite or related software
- Superior attention to detail
- Be a strong communicator and capable of expressing oneself clearly both speaking and in writing
- Possess a collaborative personality and be open to suggestions from team members
- Strong time management and organizational skills and able to meet deadlines
- Have a strong moral code and sense of ethics

**Education and Experience:**

- Bachelor's Degree in related field highly preferred
- 5+ years prior experience in fundraising
- Have, or be willing to obtain, a fundraising certification

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Volunteer Name** \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Executive Director Name** \_\_\_\_\_

**Executive Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_