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## **Fundraising Assistant**

60+ hours; flexible schedule

### **JOB DESCRIPTION**

**Title:** Fundraising Assistant  
**Reports to:** Johnson Creek Watershed Council, Cathy Geiger – Volunteer Coordinator  
**Status:** Unpaid volunteer. Flexible schedule. Complete 60+ hours, 10-20 hours per week, Jan-May 2019.  
Applications due December 31 at midnight

#### **Purpose:**

The Johnson Creek Watershed Council seeks a highly professional, personable volunteer to assist with fundraising work. The position will include donation acquisition, pickup, and marketing for our annual fundraiser. Our goal is to bring in 15 exceptional gift packages for our silent auction. Training provided.

#### **Position Description:**

##### **General Responsibilities (to include, but not limited to):**

- Assist with donation asks via phone, email and in person
- Coordinate donation asks and follow-up asks
- Arrange and pick up donations before May 9
- Compile Thank You letters to donors
- Create packages out of donations for silent auction
- Attend Annual Celebration on May 23
- Create a journal of all activities each week; ensuring a well-kept record of accomplishments is recorded
- Other tasks and responsibilities as assigned – including some database entry and various office tasks

##### **Benefits**

- Involvement with community engagement, outreach, fundraising, organization, event-planning, and coordination
- Networking opportunity—build relationships with local businesses, environmental professionals and jurisdictions
- Familiarity with the workings of a dynamic, conservation-oriented nonprofit
- Training and expertise in best practices for fundraising
- Potential to serve on the fundraising and outreach committee
- Potential to increase responsibility to Planning Assistant position for the 2019 Annual Celebration

**TO APPLY:** Fill out our Volunteer Application at <http://www.jcwc.org/volunteer-application/> and email Jack at [jack@jcwc.org](mailto:jack@jcwc.org) with questions.

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Johnson Creek Watershed Council is committed to a diverse workplace. People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply.