



# Fundraising Coordinator

Social Enterprise Greenhouse is helping to find qualified applicants for Food4Good. Please see the below for more information, or email [talent@segreenhouse.org](mailto:talent@segreenhouse.org).

**About:** Food4Good is a not-for-profit charitable organization founded in 2012 and is a strong voice for individuals and families facing food insecurity. We opened our food truck/mobile soup kitchen in 2015 and have served over 5,000 free meals to our neighbors in Providence. We pride ourselves on our mission to ensure that each individual and family we serve is provided a meal when in need. We thank our customers and the donors that help us improve the lives of the people we support.

**Description:** The Fundraising Coordinator will execute the current fundraising plan with a focus on fundraising and awareness activities including annual events, third-party events, and awareness campaigns. They will work with the director on an annual communications plan, website, social media and e-news; and the identification of prospects for sponsors and donors.

## Responsibilities include:

- Review and execute current and proposed fundraising projects
- Brainstorm new fundraising opportunities; evaluate the success of past fundraising initiatives and update them accordingly
- Create long-term fundraising and awareness goals for Food4Good and break those goals into manageable-sized projects; establish deadlines and leaders for all projects
- Assist director and board with annual fundraising
- Manage fundraising events
- Assist with the development of marketing and communications materials; provide input into design and appearance of events, communication pieces, etc.
- Recruit and manage volunteers to assist with task

## Qualifications:

- The ability to work as a team for long-term planning and goal setting, and independently when leading projects
- Project-oriented with excellent time-management skills required
- Some fundraising and awareness experience is required (i.e. communications, marketing, advertising, public relations, design, etc.)
- The ability to explore fundraising and awareness opportunities and network in the community!
- The ability to be creative, brain-storm and problem-solve in relation to fundraising and awareness

**Hours per week:** 10-15

**Compensation:** \$10-\$15/hour to start

Email [talent@segreenhouse.org](mailto:talent@segreenhouse.org) with your résumé and cover letter as PDFs to get started in the matchmaking process for this position. Include in the email how you found out about the opening. We will reach out to you with next steps.

