

## **PAC – Volunteer Fundraiser**

**Position Announcement:** Volunteer Fundraiser

**Duration:** 3-4 months, renewable, 1-2 days a week (2-6 hours per week)

**About the position:** We are seeking a dedicated motivated individual who is looking to volunteer for a community based charity. We offer a welcoming work environment and the ability to learn about a non-profit organization and grow in a supportive atmosphere.

**About Parent Action Community:** As a fundraiser, you will be a part of making change with a community based non-profit organization. Parent Action Community (PAC) was established in 2005 by parents concerned with the behavior and condition of today's youth. We are a fully-accredited 501(c)3 charity equipping young adults for the responsibility of leadership. PAC's goals is to Equip, Empower, and Educate "At-Risk" Youth And Young Adults between the ages of 13 and 24. We develop their Knowledge, Personal Skills, and Motivation to Reduce Adolescent Pregnancies, High School Dropout Rates, Sexually Transmitted Diseases, including HIV/AIDS, Substance Abuse, Juvenile Delinquencies, and Reduction In Crimes through a Comprehensive, Community-Wide Collaborative Effort to Improve Academic Achievement in order to be Career and College-prepared.

As a fundraiser you will have a unique opportunity to gain valuable marketing and administrative nonprofit experience, cultivate your interests in social justice, strengthen your understanding of how a non-profit impacts the community, and gain critical skills and experience.

Non Profit's require financial support and their contact with community is important because visibility and credibility is critical for PAC to grow and be successful. To that end, tracking the impact of the PAC programs is an important role to ensure our organization can measure the success of its efforts, which will aid in its continued growth. We believe in cultivating and stewarding relationships with donors and collaborators to ensure long-lasting support. You will play a critical role capturing data that the organization can act upon to market potential prospects, which will help our organization secure increased levels of funding for our bold, ambitious campaigns.

**The PAC fundraiser will be responsible for the following:**

- Help identify sponsorship opportunities for the youth development programs within the organization
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- Use knowledge of grammar and writing skills to create and edit the organizations documentation including;
  - Company newsletters
  - Publications
  - Press releases and news articles
  - Proposals
  - Grant applications
  - Social media posts
  - Ads and promotional materials
  - Memorandum of understanding
  - Letters of intent
  - Outgoing correspondences
  - Business Plans

**Qualifications:**

- Demonstrated commitment to Youth and Community projects;
- Excellent written and verbal communication skills;
- Good organizational skills, attention to detail, professional demeanor and the ability to juggle several tasks while meeting deadlines;
- Experience or interest in fundraising