



**B.E.A.U.T.I.F.U.L.**

## **Volunteer Service Opportunity**

<b>Title</b>	Resource Development Coordinator & Team
<b>Responsible to</b>	Executive Director
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>-Create numerous, efficient, and compelling opportunities for donors to support I AM BEAUTIFUL and to make the experience of giving satisfying and rewarding.</li><li>-Manage fundraising activities by developing funding targets and identifying potential donors.</li><li>-Develop calendars and action plans for annual fund campaigns via membership, grants, and special events</li><li>-Assist Board of Directors and Executive Director in planning and executing solicitation activities</li><li>-Develop campaign summaries and management reports</li><li>-Monitor campaign results by activity on an ongoing basis by communicating with volunteer committees</li><li>-Establish benefits, recognition, acknowledgements and incentives for donors to maintain relations</li></ul>
<b>Minimum Qualifications</b>	<p>Knowledge of basic skills of fund-raising management Superior organization and communication skills Donor and Stakeholder service mentality Analytical capabilities Flexible, persistent, attentive to detail Proficient in Microsoft Office; word processing &amp; database applications Must be highly motivated, able to work independently</p>
<b>Time Commitment</b>	7-10 hours/week; Flexible
<b>Benefits</b>	Annual recognition
<b>Contact:</b>	Call 404-545-9051 or email <a href="mailto:twoodard@iambeautiful.org">twoodard@iambeautiful.org</a>