

Position Description: Habitat for Humanity Fundraising Coordinator

Purpose of Position

The Fundraising Coordinators are responsible for planning, managing, implementing, and all fundraising events for the chapter. Fundraising events include Stud-a-thon, other special events, profit shares, and other creative ideas. Each of these events requires the coordinators to be especially attentive to detail. They will work as a team and delegate tasks among themselves. Elon's Campus Chapter commits to fundraising and building one house per year in Alamance County and seeks to eliminate poverty housing from the world and to make decent shelter a matter of conscience and action.

Perks

- Mentor peers in their personal and professional growth
- Make a positive impact in our local community alongside peers with similar values
- Possibility of earning Service and Leadership ELR's

Essential Duties/Responsibilities

- Work effectively and communicate well with the other Habitat team members
- Maintain effective communication with the rest of the executive board to ensure success
- Manage and calculate expenses, allocate funds, replenish accounts, and maintain a budget spreadsheet
- Manage all logistical aspects of fundraising events
- Meet weekly with the Habitat for Humanity team
- Participate in build site project and the Re-Store shifts at least 1-2 times each semester
- Articulate the importance of fundraising to the chapter members
- Work with the Kernodle Center Communication and Design manager to promote events
- As part of this position, you will foster relationships with other students, staff, faculty community partners to create an environment for positive growth and build a constellation of mentors

Qualifications

- Able to dedicate a minimum of 3-4 hours per week
- Excellent organization, planning, and management skills
- Effective communication skills, both written and verbal
- Prior experience working with Habitat for Humanity (*preferred*)
- Must be available for the following trainings and meetings:
 - Spring new leader transition workshop in April, Fall Student Organization Fair, Fall All EV! Leader's workshop, Spring All EV! Leader's workshop, Monthly EV! Institutes in October, November, March, and April