



Fundraising Coordinator

Thank you for your interest in helping Old Dogs New Digs! We are a tax-exempt 501(c)(3) nonprofit organization founded in 2016 by a handful of friends who have volunteered for various animal rescue groups through the years. We all have a soft spot for that sweet senior dog sitting and waiting in the shelter without a home or family, and we're doing what we can to make sure their last years, months, weeks, and days are spent immersed in the comfort and love they deserve. We look forward to hearing about how you can and would like to join this effort!

To express your interest in filling the Fundraising Coordinator role, please email ODND at woof@olddogsnewdigs.com or complete our [volunteer survey](#).

Desirable Characteristics for this role:

- Excellent written and verbal communication skills
 - Organizing skills
 - Planning skills
 - Diplomatic
 - Proficient in basic computer applications, such as word processing, spreadsheets, and internet usage
 - Record keeping skills
 - Professional demeanor when dealing with difficult situations
 - Ability to work well with a diverse group of volunteers
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Responsibilities

- Plan and execute fundraising strategies and activities
- GOFUNDME
 - Create and maintain GoFundMe campaigns.
- DOG COOKIES
 - Recruit volunteers to bake cookies and coordinate cookie-sale fundraising
- CLYNK — Collaborate with ODND's CLYNK program coordinator to share or delegate these tasks:
 - Order bags and tags from CLYNK
 - Distribute bags and tags to volunteers and supporters who wish to donate their returnables to ODND
 - Keep records of participating supporters



Volunteer Job Description

- Keep records of CLYNK bag and tag inventory
 - Recruit and deploy volunteers to collect full bags and deliver to Hannaford
 - DONATION BOXES (When we have them — Communications Director plans to make them)
 - Recruit volunteers to collect full boxes and replace with empty ones.
 - Give cash to bookkeeper for record keeping and deposit.
 - BIW's COLLECTION
 - Volunteer Samantha Malsch is an employee at BIW and can arrange this — how often?
 - We'd need 14 volunteers (2 at each of 7 gates) on a particular date
 - THANK YOU NOTES
 - Recruit thank-you note writers and assign
 - Write and send thank you notes (donation receipts) to donors within one week of receiving donation, either by handwritten card, typed on letterhead, or through Paperless Post
 - Cathy Paquette?
 - Nicole Boutilier?
 - Mandy Fisher?
 - SUBSTANTIAL GIFTS
 - Recruit grant writer
 - Recruit volunteer with fundraising experience for
 - Corporate sponsorships
 - Bequests
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