

Fundraising Coordinator: Growth Leader

Volunteer Position Description



The Mission

To uplift and empower women who are experiencing or at-risk-of homelessness through in-kind support, education, and community participation. At The Shoebox Project, we believe that a small gesture can have a profound impact. You're doing so much more than delivering gifts; you're delivering hope and human connection.

The Shoebox Project for Women

As a Volunteer Fundraising Coordinator with your Local Chapter, you are the engine behind the resources that help the Chapter thrive. You will work as a key member with your Local Chapter Coordinator to develop creative funding strategies, secure vital donations, and build lasting community relationships to support women impacted by homelessness in your community..

Your Impactful Responsibilities

- **Strategic Planning:** Collaborate with the Local Chapter Coordinator to develop and implement comprehensive strategies for funding initiatives, community events, and corporate, group or individual donor outreach.
- **Team Leadership:** Organize and lead a team of volunteers to manage various fundraising functions, from virtual online campaigns to in-person social events.
- **Community Awareness:** Promote the charity's work at local and national levels to drive engagement and awareness.
- **Collaboration:** Coordinator with your team to ensure all fundraising efforts are advertised across the Chapter's community and social platforms.
- **Donor Stewardship:** Manage and maintain accurate tracking of donor information and history of giving as well as follow stewardship .
- **Regular Engagement:** Attend chapter meetings set by your Local Chapter Coordinator for ongoing engagement

What You Bring to the Team

- **Fundraising Expertise:** Experience with leading fundraising initiatives, campaigns, events, and professional donation requests.
- **Confident Communication:** Excellent verbal and written skills, with the confidence to "make the ask" for financial support.
- **Leadership Mindset:** Ability to oversee a team of Volunteers for fundraising initiatives.
- **Organizational Skills:** Strong time management and interpersonal skills, characterized by a flexible and outgoing personality.
- **Technical Literacy:** Savvy with Google-based applications and comfortable communicating via email and in person.
- **Technical Readiness:** Access to your own computer/laptop and managing a Shoebox Project issued gmail account for official project correspondence to ensure containment of privacy for all participants..

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Commitment & Logistics

- **Time:** A commitment of **2–5 hours per month** from February to September, increasing to **2 hours per week** during the drive season (October to January).
- **Duration:** A minimum commitment of one full drive season is required.
- **Training:** Comprehensive training is provided by the Local Chapter Coordinator through video conference, in-person sessions, or written processes.

Why Join Us?

This role provides a high-level opportunity to utilize your professional skills for a meaningful cause. You will gain transferable experience in the non-profit sector, build a powerful local network, and may request a letter of reference upon successful completion of your term.

Screening Requirements

Completion of our General Volunteer Application Form, Interview, Reference Check

How to Apply

*The Shoebox Project is an equal opportunity charity committed to diversity, equity, and inclusion.
We welcome all interested parties and provide accommodations upon request.*

Complete our [General Volunteer Application Form](#) or Email: karen@shoeboxproject.com