

## Job Title: Fundraising Coach

Reports To: Chief Fundraising Strategist

### Job Summary

- Works to develop leads into drive partners. Leads include schools, churches, nonprofit organizations, and civic groups.
- Provide support to fundraising drive partners to maximize success.

### General Accountabilities

- Monitor and respond to incoming communication in a timely manner
- Work to turn incoming leads into successful fundraising drive partners.
- Communicate with fundraising drive partners to clearly establish drive goals
- Communicate the Funds2Orgs Shoe Drive Strategies with fundraising drive partners
- Communicate with Marketing Department to coordinate PR efforts and materials needed
- Monitor each fundraising drive partner's progress toward goals on regular basis
- Update status of each drive and communicate to internal team on a weekly basis
- Communicate with Operations and Logistics Department to coordinate logistics for pickup upon drive completion
- Report opportunities or issues that arise to Chief Fundraising Strategist
- Review practices regularly and implement improvements when necessary
- Other duties assigned

### Skills

- Minimum Education: High School diploma
- Minimum Experience: 3+ years sales/ sales support experience
- Proficient in Microsoft office; including Word, Excel, and Outlook

### Competencies

- Oral communication and persuasion
- Leadership
- Organization and planning skills
- Attention to detail
- Customer service
- Phone etiquette
- Basic mathematical skills required
- Goal setting
- Judgment and decision-making ability
- Adaptability
- Confidentiality