

## Discoveries of Hope (DoH) Foundation

As a Los Angeles based 501 (c) 3 non-profit organization, our mission is to provide and promote charitable giving through various recognized public charities in support of their core mission and initiatives. We are committed to providing business assistance to non-profit organizations that promote the growth of healthy communities with an emphasis on education, economic development, health, and wellness.

DoH assists numerous non-profits who have a considerable responsibility to deliver programs that make a difference in communities and have a social impact in society. Our organization manages fundraising events and programs that contribute to community job placement and economic growth through local and foreign investment opportunities.

### Fundraising Coordinator

Length of Assignment: TBD

Hours Per Week: TBD

Salary: Academic Credit Available for Students (*if approved by school*)

This internship is designed to allow the intern to experience a professional work environment and gain valuable in a supportive environment. The Fundraising Coordinator will manage sales and marketing campaigns designed to create new, as well as foster existing, donor, supporter and corporate sponsor relationships that support our mission and services in a fast paced and dynamic work environment.

Our organization is looking for creative, passionate, and quality driven professionals to help manage and raise funds for our Not-for-profit clients. Fundraisers working on our campaigns will be responsible for tracking funds and promoting awareness for the mission of our charities. As a Charity Ambassador you will have the opportunity to participate in various projects and/or events and help with growing our donor base, and engaging the public in current fundraising initiatives.

Marketing and fundraising on behalf of a charity is humbling and rewarding work. It takes a committed attitude and fantastic conversation skills. We are looking for enthusiastic, well-spoken, compassionate individuals who take great pride in representing our organization.

Duties and Responsibilities (not limited to):

- Organize donation processes, including memberships, fundraising drives, ticket sales and registration
- Enter all potential donors into the database and keep records of all contact with them
- Manage resources (financial and donated items) obtained from participants, sponsors, donors and other clients
- Ensure required funds are available to support DoH events and its cause by accurately projecting incoming funds
- Proactively manage changes in fundraising scope and expenses for each project
- Provide fundraising information and analysis by collecting, analyzing, and summarizing data and trends
- Work closely with sales, marketing, and management to facilitate fundraising efforts in accordance with project/event objectives
- Effectively engage donors of all levels, recognizing and championing the value and benefit their involvement brings to the charities
- Organize special campaigns by setting objectives; targeting supporters; developing approaches; making effective solicitations
- Build attendance by maintaining invitation lists; identifying new invitees; communicating event to key parties; sending invitations
- Improves fundraising quality results by studying, evaluating, and re-designing processes; implementing necessary changes
- Ability to prioritize daily work and report status and progress on assigned responsibilities
- Identify potential supporters by examining past records; researching support given to other organizations; identifying grant agencies and foundations; establishing personal networks
- Oversee the preparation of donor pledge information to be submitted for processing, ensuring appropriate procedures are followed to yield appropriate, timely and accurate acknowledgements for all donors
- Solicit funds and pledges by completing applications; answering inquiries; mailing literature; assigning responsibility for personal solicitation to board members, volunteers, and staff members
- Identify new corporate sponsors and maximize fund development opportunities through various business development techniques including cold-calling, following up on warm leads and attending networking events; consistently research ways to create partnerships with local businesses.
- Maintain existing relationships by ensuring effective public relations and communication with existing sponsors and donors to keep them abreast of existing and upcoming community engagements.

Skills and Abilities:

- Demonstrated knowledge in cost analysis and drafting budget proposals, with skill in monitoring expenditures for each event
- Commitment to agency's Mission and a desire/willingness to actively promote it throughout the community
- Ability to cultivate and maintain long-term donor/customer relationships
- Demonstrated ability to accurately record and monitor expenses and funds, and handle according to strict policies and procedures
- Must be able to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Excellent oral and written communication skills and strong presentation, networking and relationship management skills
- Strong interpersonal skills and the ability to forge and maintain strong relationships with clients and other strategic partners
- Highly motivated and enthusiastic; thrives under pressure; ability to work with high degree of intensity and follow through
- Demonstrated ability to follow sound business ethics when executing job responsibilities to build and maintain management confidence
- Must have basic understanding of accounting principles and use spreadsheets to manage expenses
- Demonstrates the highest level of personal and ethical standards
- Strong work ethic and ability to self-manage workflow to meet commitments and deadlines
- Organize and track projects and tasks to ensure accuracy
- Proficient in Microsoft Office Programs: MS Word, PowerPoint and Excel and Internet Research
- Familiarity with electronic calendaring systems and advanced skill and experience to efficiently and accurately schedule and arrange meetings, facilities and services.

**To Apply:** Complete the online Volunteer Application and send resume to [careers@discoveriesofhope.org](mailto:careers@discoveriesofhope.org) or fax to 866.647.9696