



## Committee Membership – *Fundraising Coordinator*

My Sister's Closet Network, NFP is currently seeking qualified individuals to serve as committee chair, co-chair of several committees as well as take on lead volunteer positions in 2010. The next several years promise to be exciting ones packed with trailblazing ideas and leading edge programs. The organization will have a phenomenal impact on the communities we serve. The committees and lead volunteer positions play a critical role in carrying out this important work and supporting our Board of Directors in furthering the mission.

### BOARD OF DIRECTORS

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Alanda Lockhart  
Althenia Palmer

### **Creativity, Commitment, and Collaboration are key criteria of our volunteer members.**

The Fundraising and Development Coordinator will perform tasks associated in support of programs designed to raise funds and cultivate donors in support of the work of MSCN. The position will assist the Vice President of Marketing & Fundraising with all publicity, communications and fundraising efforts.

**Soft Skills:** Demonstrates skill in proposal/grant writing. Demonstrates ability to communicate clearly and relate to a variety of individuals and groups. Possesses initiative and the ability to work independently. Has excellent interpersonal and communication skills, both verbal and written. Demonstrates ability to plan/organize multiple overlapping projects and tasks. Has ability to achieve results for the organization with and through other people utilizing creative and innovative solutions

**Qualifications and Key Responsibilities:** Previous experience in fundraising and developing corporate sponsorships. Demonstrates working knowledge of Word, Excel, Outlook, PowerPoint, and fundraising/database software.

**Fundraising and Grant Writing-** Responsible for supporting the fundraising activities of MSCN. Responsible for designing and writing invitations and fundraising appeal letters. Responsible for the design and implementation of special fundraising and volunteer events, in-kind solicitation drives, and assembling other kits as needed. Responsible for grant writing and research. Writes progress reports on fundraising activities for the President and Board

**Marketing Communications and Publicity -** Responsible for designing and updating MSCN fundraising communications materials in conjunction with the Marketing department.

**Donor Management -** Responsible for assuring appropriate follow-up with donors including all thank you letters and personal contacts. Manage mailing lists, attendee lists, and other databases as needed, ensuring they are updated and current on a daily basis. Evaluate all events and their effectiveness.

**Fundraising -** assist in development and implementation of annual signature special fashion show event. Coordinate with marketing and volunteer coordinators to engage major donors in and at events. Thank donors properly, personally, and in a timely manner.

**Networking -** identifies networking opportunities for MSCN, searching for individuals, companies, and organizations that align with our mission for volunteer opportunities and to attain sponsorship, in-kind services, and support.

**Program Support -** provides volunteer support of all five MSCN programs in event planning and execution including fundraisers, career summits, workshops and networking events.

**MY SISTER'S CLOSET NETWORK, NFP** is a nonprofit corporation organized and operated exclusively for educational and charitable purposes. MSCN serves women world-wide via the web and also those that are located in Chicago, Illinois and the Chicago land area. My Sister's Closet Network (MSCN) is charged to carry out its mission and its vision to fulfill the notion that I am my sister's keeper and develop a community of "whole" women living their life's purpose.

Interested individuals should email us at [volunteer@mysistersclosetnetwork.org](mailto:volunteer@mysistersclosetnetwork.org).

[www.MySistersClosetNetwork.org](http://www.MySistersClosetNetwork.org)

*"I AM" my sister's keeper....supporting her journey to wholeness from the inside out!*