



## **Contract Fundraiser Job Description**

The Virginia State Firefighters Association is seeking an experienced fundraiser to join its tight-knit team. In this role, the fundraiser will use expert communication skills and a keen sense of initiative to spot fundraising opportunities, develop relationships with potential donors, and manage fundraising campaigns. By coordinating events, writing proposals, and recruiting and leading volunteers, the fundraiser will hone speaking, writing, and leadership abilities while moving VSFA closer to its financial goals.

The ideal candidate will be motivated, professional, and organized and have a knack for research. We're looking for someone who believes in the mission of VSFA and has exceptional drive for furthering our fundraising efforts as well as strategizing and delivering on new ones.

This is a remote, contract position.

### **Objectives of this role**

- Promote awareness of the organization's mission and work
- Cultivate a network of dedicated donors and volunteers
- Spot new fundraising opportunities
- Raise funds
- Plan fundraising initiatives to help the organization meet financial goals
- Form strong relationships with external stakeholders
- Ensure major donors are satisfied and kept in the loop

### **Responsibilities**

- Research individuals, corporations, and foundations that are interested in gift giving
- Effectively convey the organization's mission, vision, and programs to potential donors
- Write grant applications and fundraising proposals
- Strategize and successfully execute fundraising campaigns



- Organize fundraising events while overseeing teams of volunteers
- Manage a budget and track whether goals are being met
- Provide monthly reports on progress

#### **Required skills and qualifications**

- At least three years of experience in fundraising, sales, or marketing
- Exceptional communication and relationship-building skills
- Ability to lead and motivate colleagues and volunteers
- Strong attention to detail
- Passion for research
- Ability to successfully balance priorities while managing multiple tasks and planning big events

#### **Preferred skills and qualifications**

- Bachelor's degree (or equivalent) in communications, business, public relations, or related field
- Certification, diploma, or similar qualification in fundraising
- Experience in writing grant proposals, press releases, and fundraising letters
- Confidence in public speaking
- Legal or accounting experience a plus

#### **Salary**

Salary to be commensurate to experience

This is a 1099 position. Successful candidate will be responsible for their own taxes.

Submit resume to [execdirector@vsfa.org](mailto:execdirector@vsfa.org)

<https://www.vsfa.org/>