

## **I Belong Bags Foundation Fundraising Lead**

I Belong Bags Foundation is a non-profit organization dedicated to providing essential items and support to at-risk youth experiencing homelessness in our community. Our mission is to offer a sense of belonging and dignity by distributing backpacks filled with essential and comfort items such as pajamas, toothbrushes, books, blankets, and hygiene products. We aim to foster compassion and make a tangible impact on the lives of youth facing displacement and crisis.

**Position Overview:** We are seeking a passionate and proactive Fundraising Lead reporting to the Funding Director, playing a vital role in supporting the fundraising, and assisting in working with donors and clients in need of our services at IBB. The ideal candidate will have foundational skills in fundraising, along with 1-4 years of experience in similar roles. This position offers flexibility with a commitment of approximately **5 hours per week**, depending on the activities, demand and donor support. The ideal candidate will be organized, proactive, and able to contribute strategic guidance and oversight for key initiatives. You will be entrusted with overseeing important aspects of the foundation's work, including client and donor engagement, event planning and coordination.

Key responsibilities include fostering partnerships and contributing to the foundation's community engagement and social media presence. Candidates with problem-solving skills, and social media proficiency will be highly valued.

### **Responsibilities:**

- Work with our team to develop and implement creative fundraising campaigns to support the mission and objectives of I Belong Bags Foundation.
- Identify potential donors, sponsors, and partners through research and networking efforts.
- Assist with existing fundraising events and coordinate new fundraising events, both online and in-person, to engage the community and raise awareness about our cause.
- Utilize social media platforms and other communication channels to promote fundraising initiatives and engage with supporters.
- Work with the Funding Director to create regular and compelling content and materials for fundraising campaigns.
- Collaborate with the Operations Lead supporting In-kind donations and coordinating pickups.

- Attend quarterly Board meetings and contribute strategic ideas for enhancing operations and fundraising efforts. (Meeting frequency may vary based on organizational needs.)
- Familiarity with Neon CRM specifically, or other donor engagement platforms, to connect with donors and develop and maintain marketing campaigns, etc. Using Neon CRM, you will also track and analyze fundraising data to evaluate campaign effectiveness and identify areas for improvement.
- Assist with cultivating and maintaining relationships with donors and supporters to ensure ongoing engagement and support for IBB's mission.
- As the organization grows, develop and oversee a team of volunteers for events may be required, be active in the hiring process, provide leadership, guidance and direction as needed supporting our mission and values.

### **Position Requirements:**

- A commitment of up to **5 hours per week**, with flexibility to accommodate fluctuating needs and events.
- Strong passion for making a positive impact in the lives of children and communities.
- Proven 1-4 years' experience in fundraising or related fields, with a demonstrated ability to meet fundraising goals and targets.
- Excellent communication and interpersonal skills, capable of effectively engaging and motivating supporters.
- Highly organized, detail-oriented, with the ability to manage multiple projects simultaneously.
- Self-motivated and proactive, with a "take-charge" attitude and a willingness to take initiative.
- Proficient in MS Word, Excel, google docs and other word processing tools etc., as well as social media platforms with a comfort in learning new platforms and tools as needed.
- Experience working with youth-based non-profits or similar organizations is ideal but not required.

### **Opportunity for Growth:**

For the right candidate, this role may evolve into a leadership opportunity within the organization. If you're someone who shows heart, hustle, and creative ideas, there's potential for this role to lead into something bigger in the future — like stepping into a future leadership or board position as the organization evolves.

## Why Join I Belong Bags Foundation?

At IBB, we believe in the power of community and the transformative impact of kindness. As a Volunteer Fundraising Lead, you will have the opportunity to play a vital role in our efforts to bring comfort and joy to children in need. You'll work alongside a fun, passionate and dedicated team, gaining valuable experience in fundraising and community engagement while making a meaningful difference in the lives of vulnerable children. Join us in creating a brighter future where every child feels valued and supported - apply now to be part of our team at I Belong Bags Foundation!

## How to Apply:

To apply, please send your resume and a brief cover letter outlining your interest in this position to **[operations@ibelongbags.com](mailto:operations@ibelongbags.com)** with the subject line: **FUNDRAISING LEAD APPLICATION**. We look forward to welcoming you to our team and working together to make a lasting difference!