

1000 Hilltop Circle
Baltimore, MD 21250
410-455-2493

Fundraising Specialist Position Description

The Fundraising Specialist will be responsible for obtaining monetary and in-kind donations for College JUMP. He or she will also play a role in determining how these funds and donated items can be most effectively utilized.

Examples of Tasks and Responsibilities:

Subject to change throughout the year

- Work with the College JUMP Coordinator to develop a program budget.
- Work with the Events Coordinator to determine event budgeting needs.
- Work with the College JUMP Coordinator to identify funding needs for the program.
- Research items to be purchased and offer recommendations to College JUMP (search for deals, compare quality, etc.).
- Brainstorm a variety of fundraising methods, on and off campus.
- Work with the College JUMP Coordinator to execute fundraisers. This may include advertising, recruiting volunteers, and communicating with partners, among other necessary tasks.
- Work with the College JUMP Coordinator to research and coordinate donation requests.
- Work with the College JUMP Coordinator to develop a sustainability plan for College JUMP.
- Research grants with College JUMP Coordinator in order to sustain College JUMP annual budget.

Additional Responsibilities as a Mentor Leader

- Attend bi-weekly group Mentor Leader Meetings
- Attend bi-weekly individual check-ins with the College JUMP Coordinator
- If the Mentor Support Specialist is in their second semester in this role, they may add the responsibility of responding to the journals of one 11th grade mentor.

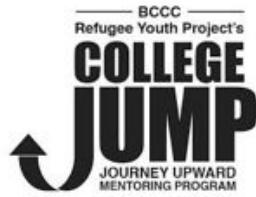
Time Commitment:

Estimated 3-5 hours/week includes the following:

Completing the above specialist and Mentor Leader tasks, in addition to anything else related to Fundraising agreed upon by the Mentor Support Specialist and the College JUMP Coordinator.

(This does not include any additional time spent as a mentor.)

Compensation:



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The Fundraising Specialist will receive a stipend of \$300 per semester.