



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 year as a mentor, they may add the responsibility of responding to journals of mentors.

### **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.



