

**Volunteer Opportunity:** Fundraising and Donor Relations Coordinator

**Position:** Fundraising and Donor Relations Coordinator (Part-time Volunteer)

**Commitment:** Up to 8 hours per week

**Location:** Hybrid/Remote

**Description:**

We are seeking a dedicated individual to join the Tinker Team as a Fundraising and Donor Relations Coordinator. This volunteer position offers the opportunity to make a significant impact in supporting the Friends of Tinker Park's mission. The ideal candidate will be passionate about fundraising, cultivating donor relationships, and contributing to the success of our fundraising efforts.

**Responsibilities:**

- Develop and execute strategies to grow our donor network and acquire new donors.
- Strengthen relationships with current donors (including the Friend's members) through regular communication, stewardship efforts, and personalized engagement.
- Assist with event planning and coordination, including virtual and in-person fundraising events.
- Support grant writing efforts by researching funding opportunities, drafting grant proposals, and assisting with grant reporting requirements.
- Collaborate with the team to develop fundraising campaigns and initiatives to meet fundraising goals.
- Must be able to commit to attending the Friends of Tinker Board Meetings one Saturday a month (8 months/year)

**Qualifications:**

- Previous experience in fundraising, donor relations, or related fields preferred but not required.
- Excellent communication skills, both written and verbal.
- Strong organizational skills and attention to detail.
- Ability to work independently and collaboratively in a remote team environment.
- Passion for the Friend's of Tinker Nature Park's mission and values.

**Benefits:**

- Opportunity to gain experience in fundraising and donor relations.
- Make a meaningful impact by supporting a cause you care about and working with some great people!
- Flexible schedule and remote work environment.
- Develop valuable skills and expand your professional network.
- Free Tinker honey!

If you are passionate about fundraising, donor relations, and making a difference, we encourage you to apply for this rewarding volunteer opportunity. To apply, please send your resume and a brief statement of interest to [naturecenter@henrietta.org](mailto:naturecenter@henrietta.org). Thank you for considering joining the Tinker Team!