

# Fundraising Coordinator

## Job Description

Augusta Dream Center | 3364 Peach Orchard Road | Augusta, GA 30906 | 706.364.2860

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The Augusta Dream Center is a registered 501c3 non-profit that finds and fills the needs of hurting people living in the CSRA. All Dream Center programs provide immediate relief in the areas of poverty, such as hunger, clothing, medical, education, and more.

**The Fundraising Coordinator** fills a key role in the organization, working closely with the Executive Director, Board of Directors, Committees, and other staff and volunteers to help keep fundraising campaigns on schedule and progressing at a momentum that engenders a sense of excitement, optimism, and confidence in achieving campaign goals. The Fundraising Coordinator is an internally-focused position requiring excellent organizational and analytical skills. **A candidate for this position must** be experienced in event planning/project management, possess strong relationship-building skills, have excellent written and verbal communication skills, and be self-motivated.

**Education:** 4-year degree preferred in communications/marketing/business administration plus 2+ years experience in non-profit sector.

### Key Responsibilities:

- Planning and administering the annual fundraising budget
- Planning, developing, and executing annual giving campaigns
- Identifying and soliciting major gift prospects
- Planning/developing growth strategies for recurring pledge program
- Manages donor software platform and donor engagement
- Planning, developing, and executing email communications strategy
- Works with grant contractors to ensure annual grant goals are met

**Position Reports To:** Dream Center Executive Director - *interested candidates should email letter of interest and resume to [jobs@augustadreamcenter.org](mailto:jobs@augustadreamcenter.org)*