

Job Description: Fundraising & Sponsorship Manager

Summary: The Fundraising Manager works with other team members to identify, plan, and execute appropriate fundraising activities.

Major Duties and Responsibilities

1. With other team members, identify opportunities for fundraising for general and project needs
2. Create detail plans and timelines for fundraising events that include approvals, required manpower, facilities, and supplies.
3. Work with the Finance Lead to ensure that revenue and expenditures associated with fundraising events are properly accounted for.
4. Work with the Lead Faculty Advisor to identify sponsorship opportunities
5. General responsibilities
 - a. Attend weekly General Meeting

Minimum Qualifications and Skills

- Knowledge of Enactus Fleming College projects
- Teamwork skills
- Strong time management and the ability to meet deadlines
- Ability to multitask and work under pressure
- Strong strategic and creative thinking
- Ability to work well with different cultures, personalities and working styles

Direct Link & Direct Report: Finance Lead

Co-Report: President & Executive Team