



Job Description

Position:	Fundraising Assistant
Reports to:	Program Manager
Effective Date:	February 2023

JOB SUMMARY

Our Kids Count empowers individuals to build stronger families and inclusive communities by enhancing people's lives through personal growth and development.

As part of the OKC team working together with the Development Team, the Fundraiser will:

- *Assist development staff with the planning, development and implementation of special events and fundraising activities to support the work of OKC.*
- *Provide assistance for community activities such as outings, special events, presentations and fund development*

OKC involves families in all aspects of program planning, implementation and evaluation.

PRIMARY RESPONSIBILITIES

- Work in partnership with the development team in the planning and execution of fundraising initiatives
- Assist with the planning and organization of OKC hosted and third-party community events, including Ribfest 2023
- Solicit third party events in support of OKC
- Liaise with community members and attend community events as a representative of OKC, as requested.
- Assist with the marketing and promotion of OKC within the community
- Assist with the planning and creation of publicity materials
- Assist with the recruitment and coordination of volunteers
- Assist with maintaining accurate database records
- Assist with website maintenance

SKILLS & ABILITIES

- Ability to communicate effectively and concisely, both orally and in writing, in a cross-cultural environment;
- Understanding of the organization and challenges of working within the non-profit sector
- Understanding of the OKC model of community development which engages participants in all levels of participation
- Must be proficient in the use of Microsoft word processing, spreadsheet, and presentation software and the use of the Internet, e-mail, and social media
- Interpersonal and relationship-building skills
- Ability to work independently and as a member of a team
- Self-starter with proven organization skills
- Ability to work well under pressure and deadlines

EDUCATION/EXPERIENCE

- Studying or hoping to enroll in a program specializing in one of the following: Marketing, Advertising, Fundraising for Non-Profits, Business, or Office Administration

CONDITIONS OF EMPLOYMENT

- Willingness to work flexible hours including some evenings and weekends

ASSETS

- Car and valid driver's license