



Fundraising (Appeals) Coordinator

The Fundraising (Appeals) Coordinator works with staff, volunteers, and leadership to assist with the planning, coordination, and implementation of Plugged In's annual fundraising appeals.

- Support Fundraising Committee to generate annual report
- Support the writing of appeal letters
- Help solicit corporate donations - annual corporate donor program
- Donor thank you letters and emails
- Input donations into LGL for tracking
- Coordinate with board to set fundraising goals
- Work with Board Development Committee

Volunteer Term: minimum 1 year

Average Weekly Commitment: 1-2 hours (4+ hours during appeals)

Reports to: Executive Director