



Position Description Fundraising Coordinator Jerry's House

Title: Fundraising Coordinator

Status: Immediate start

Type: Volunteer

Jerry's House is a charity that promotes healing through laughter and is a National and International (USA) not for profit Company governed by Founders and a Board of Directors that is managed by a Chief Executive Officer.

Jerry's House is grounded in comedy, humor and play designed to bring joy, fun and laughter to children and young people challenged by chronic health conditions, disability, mental health issues or an abusive past.

The goal of Jerry's House is to teach children and young people across the globe of the important connection between laughter and healing.

Duties and Responsibilities:

- Research prospective donors and sponsor
- Create a strong fundraising message that appeals to potential donors and sponsors
- Conduct fundraising strategies for an organization
- Identify and contact potential donors and sponsors for Jerry's House
- Organize a campaign or event that will lead to soliciting donations and Sponsors
- Maintain records of donor and sponsorship information for future use
- Evaluate the success of previous fundraising events
- Ensure that all legal reporting requirements are satisfied

To be successful in this role you must meet the following requirements:

- Communication skills - Fundraisers need impeccable communication skills in order to communicate the message of their organization so that people will make donations and obtain sponsorships.
- Detail oriented - Fundraisers must be detail oriented because they deal with large volumes of data, including lists of people's names and phone numbers.
- Organizational skills - Fundraisers manage large campaigns and events that require planning and organizational skills to succeed.

Benefits of the role:

- Gain new experience – learn new skills and build your work portfolio
- Volunteer for a great organisation working towards healing through laughter
- Be part of a creative and dynamic team
- Build a supportive social and professional work environment
- Make a real difference for chronically ill children and young people
- Build upon your interpersonal and communication skills
- Successful volunteers have the opportunity to be promoted to paid role or internship.

Job Type:

3 month Volunteer position with option to promote to a paid role or internship.

Application Instructions:

To apply, please send your resume, cover letter to: enquiries@jerryshouse.org