



Fundraising (Event) Coordinator

Supports the success of Plugged In's fundraising events. Works with staff, volunteers, and leadership to assist with planning, coordinating and implementing events designed to raise funds for and to promote community awareness of Plugged In's programs and services.

- Support the coordination of multiple yearly fundraising events (auctions, concerts, etc.)
Provide logistical support during planning phases
- Help tailor messaging for fundraising events
- Support "day of" management of fundraising events
- Support transportation, set up, and break down of fundraising event equipment
- Coordinate with Board Development Committee to set fundraising goals

Volunteer Term: minimum 1 year

Average Weekly Commitment: 1-2 hours (8+ hours during event weeks)

Reports to: Executive Director