



Fundraising Assistant

Volunteer Job Description

Lakes & Prairies Community Action Partnership, Inc. is providing tax assistance at no cost to low-income individuals and families. A Fundraising Assistant assists the tax site coordinator in raising dollars and collection donations to support the tax site. The Fundraising Assistant works with other Lakes & Prairies volunteers and staff at our tax site located at the Family Service Center, 715 11th Street N in Moorhead, MN.

Responsibilities:

- Promote and maintain a successful fundraising plan for the tax site
- Identify potential contributors and supporters for the tax site
- Work cooperatively with other Lakes & Prairies volunteers and staff to assure the tax site runs smoothly and provides high quality service to customers
- Maintain strict confidentiality providing as much privacy as logistically possible

Requirements:

- Knowledge of the community
- Be able to volunteer approximately ten hours per week beginning immediately.

Qualifications:

- Enjoy working in a diverse ethnic, social, and economic environment
- Strong verbal communication skills
- Office equipment proficiency
- Excellent interpersonal skills
- Ability to work independently and as part of a team



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