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| JOB TITLE: | Fundraising/Event Planner | JOB CATEGORY: | Marketing |
| Department/Group: | Marketing | Job code/Req#: | MK-0001 |
| Location: | Buford | Travel required: | Occasional |
| Level/Salary range: | N/A | Position type: | Volunteer |
| Contact: | socialimpact@smmbuford.org | Date posted: | 09/01/2023 |
| | | Posting expires: | 09/30/2023 |
| External posting URL: | https://grow2bwithu.weebly.com/ | Internal posting URL: | http://www.smmbuford.org/ |

APPLICATIONS ACCEPTED BY:

Email: socialimpact@smmbuford.org **Subject line:** G2B Volunteer Position

JOB DESCRIPTION

Role and Responsibilities

- Lead initiatives to ensure G2B goals are met or exceeded
- Responsible for developing and executing fundraising plans in collaboration with other teams
- Closely monitor results from efforts and creatively manage necessary adjustments
- Responsible for the planning and facilitation of all G2B events, including but not limited to, contract negotiations, guest lists, venue preparation, presentation materials, entertainment, and equipment
- Coordinate with various teams/committees, vendors, and others to establish needs for events, and serve as liaison to SMMB, and related contacts throughout the planning process
- Serves as a liaison for Grow2B stakeholders such as donors/prospective donors
- Takes responsibility for the institutional health of the organization, creating opportunities to raise money and/or securing grant or alternative financial sources in support of community G2B programming, organic food production, and outreach

Qualifications and Education Requirements

- Strong interpersonal and communication skills
- Excellent organizational skills, including multitasking, time management, and meticulous attention to detail
- Interact with potential donors through strategic communications that may include events, e-mail, phone, and in-person meetings

Preferred Skills

- Ability to handle pressure and make split-second decisions when unexpected issues arise
- Experience in maintaining and building enriching business relationships
- Grant writing

Additional Notes

This Volunteer position with G2B requires a 12-month commitment, peak volunteer hours will increase leading up to and including the day of the event(s).
