



\*\*\*\*\* Job Opportunity \*\*\*\*\*

## Fundraiser

Are you looking to get involved in the wonderful world of large community events? Do you want to make a difference by helping promote a full weekend of joy for your community? Join the Lumberjack Days team by working as a Fundraiser for one of the most historic events in the midwest. Work with a determined volunteer based 501C3 to get wonderful sponsors on board. Please see the following particulars:

### Must haves:

- ✓ Outgoing personality and willing to effectively communicate with a wide range of people.
- ✓ Experience in sales and fundraising at some level.
- ✓ Must be at least 21 years of age.
- ✓ GED or High School Diploma.
- ✓ Availability occasionally during the day and occasionally in evenings (this is a great second job, but there will be some requirement to meet potential sponsors during daytime hours).
- ✓ Have access to email and phone to use for occasional client interaction.
- ✓ Ability to work in Excel, Word, and Google Docs.
- ✓ Effectively interact in a respectful manner with potential sponsors to create value for their sponsorship, including creating custom sponsor packages.
- ✓ Be familiar with the St. Croix Valley and surrounding Communities businesses and culture.
- ✓ 8-16 hours per week.
- ✓ \$15 per hour plus festival incentives.

### Duties:

- ✓ Manage potential sponsor contact list and note interaction.
- ✓ Coordinate with Lumberjack Days Board of Managers and Officers the Sponsor Benefits.
- ✓ Provide regular update on communication with potential sponsors.
- ✓ Organize all sponsor logos and assets for packages.
- ✓ Assist our accountant in billing and collection of promised donations.

Please submit complete resume and cover letter in .pdf or .doc format with the word "Fundraiser" in subject line to: [thelocals.stillwater@gmail.com](mailto:thelocals.stillwater@gmail.com)