Dimensions Sciences

Fundraising Specialist—Volunteer Position

Dimensions Sciences is seeking fundraising specialists. Our mission is to assist early-career scientists from underrepresented communities with mentoring programs and scholarships to promote diversity in the sciences to further equity, international collaboration, and innovative research. We are a small, completely volunteer organization that needs your expertise.

Job Responsibilities

- Raise funds for the organization and regularly meet or exceed fundraising targets
- Research potential donors to gain insight into needs, beliefs, and donation habits to understand how to position our organization to them
- Assist in brainstorming and creating new methods to raise funds for our organization
- Leverage technology and social media where possible to improve fundraising activities
- Assist in planning and coordinating events to raise funds and coordinate activities of volunteers and interns related to event planning and execution
- Create marketing materials such as flyers and brochures for the promotion of events and other fundraising campaigns
- Analyze the effectiveness of events and other fundraising activities for effectiveness and to identify areas where money can be saved
- Maintain complete and orderly records of donors and manage regular donor communications
- Build on existing donor relationships and form new donor relationships on a regular basis
- Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising activities

Job Skills & Qualifications Required

- Exemplary communication skills and outgoing yet poised personality
- Strong leadership skills
- Excellent organizational abilities and attention to detail
- Quick thinker and ability to make decisions under pressure
- Accountability

Preferred

- Bachelor's degree in communication, public relations, journalism, or related/applicable area
- Two years of fundraising experience, management experience, or nonprofit experience