



West Seattle Reign Sports LLC
Seattle, WA
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Job Title: Volunteer Fundraising Coordinator
Job Classification: Part-Time
Reports to: Club President
Work Schedule: TBD by Club President

Overview

West Seattle Reign Sports Club is seeking a Volunteer Fundraising Coordinator to lead the charge in expanding our fundraising capabilities. This crucial role involves strategy development, event planning, grant writing, and donor relationship management to support our mission of empowering youth through sports and programs. The role is part-time, with flexible scheduling and the potential to transition into a long-term paid position.

Are you passionate about helping youth participate in sports and programs that inspire them? Do you enjoy connecting with people and fostering community partnerships? If you have fundraising experience or a desire to make a difference, we need you!

Key Responsibilities

- **Fundraising Strategy Development:** Create and execute annual fundraising plans in collaboration with the Fundraising Manager.
- **Donor Engagement:** Identify, cultivate, and maintain relationships with new and existing donors, sponsors, and community partners.
- **Event Planning and Management:** Plan and execute fundraising events, ensuring smooth operations and meeting revenue goals.
- **Grant Writing:** Research and identify grant opportunities; write, submit, and follow up on grant proposals to secure funding.
- **Collaboration:** Work closely with volunteers and staff to align fundraising goals with organizational needs.
- **Donor Records Management:** Maintain accurate records of donations, donor communications, and fundraising activities.

Ideal Qualifications and Skills

- **Fundraising Knowledge:** Understanding of fundraising principles, practices, and regulations is highly desirable.
- **Communication Skills:** Exceptional interpersonal and networking abilities to engage donors and community partners effectively.
- **Organizational Expertise:** Strong project management skills, with the ability to manage multiple tasks and meet deadlines.
- **Grant Writing:** Proven ability to write persuasive and impactful grant proposals.
- **Team Collaboration:** Comfortable working both independently and as part of a team.
- **Technical Proficiency:** Familiarity with fundraising tools, software, and Microsoft Office Suite.

- **Passion for Youth Development:** Dedication to supporting youth sports and fostering community growth.
- **Relationship Building:** Exceptional skills in establishing and maintaining donor partnerships.

Additional Information

- This is a **volunteer role** with flexible scheduling, collaboratively designed with the team.
- The position supports initiatives such as providing scholarships to athletes in need and hosting free programs, currently limited to in-house funding.
- As the club grows, there is potential for this position to transition into a paid role.

Physical Requirements and Working Conditions

- Must be able to sit, stand, bend, stoop, and lift up to 25 lbs occasionally.
- Work is a combination of remote and in-person, with occasional outdoor activities during events.

Note: West Seattle Reign Sports LLC reserves the right to revise or change this job description at any time.

Signature Acknowledgment

By signing below, I acknowledge that I have read and understand the responsibilities, qualifications, and working conditions outlined in this job description.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date