



Room Circus: a Non-Profit committed to alleviating the isolation and stress of hospitalized children and their families through the healing art of laughter and play. For more information: roomcircus.org

Vice President Fundraising Job Summary:

Room Circus is searching for a pro bono major gifts program manager to fulfil the Vice President of Fundraising vacancy on their Executive Board of Directors. The Vice President of Fundraising serves as a member of the Executive Board, establishes the Fundraising Management Plan to include the major gifts program, annual fund, planned giving, special events and campaigns.

The Vice President of Fundraising leads the Committees chairs and activities including, but not limited to:

- Amazon Smiles/Corporate Matching Chair
- Guild Task Force (temporary committee)
- Grants Manager (tracking grants, grant writing and research)
- Event Planning Coordinator (with sub committee per fundraisers depending on scope)

This person should have strong interpersonal/communication skills, a focus on organization, and enhanced multitasking abilities. Sales, marketing and strategic analysis are important aspects of the position, along with exceptional negotiation skills and the ability to close deals.

Key Responsibilities:

- Researching/approaching trusts, organizations for grants
- Writing and presenting grant proposals
- Managing the grant application process, ensuring that reporting is tracked and meets donors' expectations
- Developing relationships with major donors, identifying new potential major donors and nurturing relationships
- Overseeing Fundraising Campaigns
- Strategic Fundraising Management Plan
- Team Leader

Time Commitment: 10-15 hours per month, voluntary unpaid work. Reporting to the President/Executive Director. **Education/Experience:** Bachelors in Business or Communications Field, Certificate in Fundraising or Grants Management. philanthropy experience desired.

Apply with resume and covering letter: president@roomcircus.org