



\*\*\*\*\* 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 by April 1st in .pdf or .doc format with the word "Fundraiser" in subject line to: [thelocals.stillwater@gmail.com](mailto:thelocals.stillwater@gmail.com)