

# Fundraising & Outreach Manager Job Description

Help the Copper Harbor Trails Club take our nonprofit organization to the next level! CHTC seeks a talented, innovative trail lover to join our team to assist with our fundraising and outreach efforts. The right candidate will have a strong passion for engaging with and growing our community. We have big goals we're aiming for in the coming years and need your expertise to make it happen!



## Compensation & Term

- Part-time (flexible 15-20 hours/week average, comp time available)
- 4/1/2024 - 12/31/2024 initial contract, extendable upon successful completion
- Pay starting at \$25/hour

## Job Responsibilities

- Lead membership drives from new and existing supporters
- Expand business Partner Program
- Solicit industry partners for annual support
- Establish and lead a major donor giving initiative
- Head up Giving Tuesday and year-end fundraising efforts
- Curate and share seasonal content online (social media, website, etc)
- Craft demographic-specific messaging targeting different audiences
- Design and distribute merchandise throughout the summer season
- Assist with CHTC events, races, and in-person fundraisers
- Other duties as assigned

## Position Expectations

- Be enthusiastic about mountain biking and trails
- Work independently while balancing a variety of day-to-day tasks
- Willingness and ability to take the lead on new initiatives
- Work in a team environment at events
- Be able to share information effectively to CHTC administrators & volunteers
- Learn new skills and show consistent improvement upon those skills
- Participate in maintaining a positive and safe work environment
- Positively represent the Copper Harbor Trails Club when interacting with the public
- Attend monthly CHTC Board meetings to give regular updates

## Requirements

- At least 3 years of experience in a fundraising and/or outreach capacity
- Bachelor's degree (or equivalent) in marketing, communications, public relations, or related field
- Home office with adequate internet access
- Excellent written and verbal communication skills, both online and in person
- Experienced in creating attractive digital graphics and print layouts
- Ability to lift ~30 lbs. and perform occasional physical work at events
- Quickbooks experience is a plus!

If interested, please send in a resume, cover letter, and references to [info@copperharbortrails.org](mailto:info@copperharbortrails.org).  
Deadline for submission is February 26, 2024 at 5:00 PM Eastern.