

**Job Title:** Fundraising Coordinator – Triad Elite Ducks (American Youth Football)

**Job Summary:** The Fundraising Coordinator for the Triad Elite Ducks plays a vital role in securing financial support to ensure the success of the team's operations, events, and programs. This individual is responsible for planning, organizing, and executing fundraising initiatives, working closely with team leadership, parents, and community partners. The ideal candidate will have excellent organizational skills, creativity, and a passion for supporting youth sports.

**Key Responsibilities:**

**1. Fundraising Strategy and Planning:**

- Develop and implement a comprehensive fundraising plan to meet the financial needs of the Triad Elite Ducks.
- Identify fundraising opportunities such as events, sponsorships, and community partnerships.
- Set financial goals and track progress toward meeting targets.

**2. Event Coordination:**

- Plan and execute fundraising events, including raffles, bake sales, car washes, auctions, and more.
- Work with team leadership to organize large-scale fundraisers such as banquets or tournaments.
- Ensure all events are well-organized and comply with league and local regulations.

**3. Community Partnerships and Sponsorships:**

- Build and maintain relationships with local businesses, organizations, and sponsors.
- Create sponsorship packages and opportunities to attract community support.
- Recognize and promote sponsors through social media, banners, and other marketing channels.

**4. Parent and Volunteer Engagement:**

- Recruit and coordinate parent and community volunteers to assist with fundraising efforts.
- Provide clear communication about fundraising goals and participation opportunities.
- Foster a sense of teamwork and enthusiasm among families to support fundraising initiatives.

**5. Budget and Financial Oversight:**

- Work with team leadership to establish a budget for fundraising activities.
- Track all income and expenses related to fundraising efforts.
- Provide regular updates on financial progress and outcomes to team leadership.

**6. Marketing and Promotion:**

- Collaborate with the Social Media Manager to promote fundraising events and campaigns.
- Create flyers, emails, and other materials to generate awareness and participation.
- Utilize social media, local media, and word-of-mouth to maximize event turnout and donations.

**Qualifications:**

- Strong organizational and time-management skills.
- Creative thinking and the ability to develop innovative fundraising ideas.
- Excellent communication and interpersonal skills.
- Experience in fundraising, event planning, or sales (preferred but not required).
- Passion for youth sports and community engagement.

**Work Environment:**

This is a volunteer role requiring flexible hours, including evenings and weekends, to plan and attend events and activities. The Fundraising Coordinator will work closely with team leadership, parents, and community stakeholders to achieve fundraising goals.

**How to Apply:**

Interested candidates should send a brief statement about their qualifications and interest in supporting the Triad Elite Ducks to [miguel@triadeliteducks.com](mailto:miguel@triadeliteducks.com). Applications will be reviewed on a rolling basis until the position is filled.