

Job Description

Fundraising Coordinator

Part Time

Coordinate foundations, grants appeals, and develop fundraising activities and projects under the direction of the Vice-President.

- Maintain records, including contact information and donation history, for foundations, and for grants solicited and received from these organizations. An access database has been created for this record-keeping.
- Maintain annual foundation appeals, including editing, maintaining and coordinating supporting documentation, keeping a calendar of due dates, preparing reports as required by various foundations, and assisting with writing.
- Soliciting donations twice annually from ANAD General Members and Big Donors by writing a solicitation lists, and coordinating with Office Manager on Record keeping tasks.
- Assist and answer calls on the hotline offering support to families and those suffering from eating disorders.

**NATIONAL ASSOCIATION OF ANOREXIA NERVOSA AND ASSOCIATED
DISORDERS**

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