



Fundraising Event Volunteer

Position Overview

The Fundraising Event Volunteer supports the planning and execution of nonprofit fundraising events. This role helps create a welcoming environment for guests, assists with event logistics, and contributes to the organization's efforts to raise funds and awareness for its mission.

Key Responsibilities

- Assist with **event setup and breakdown** (tables, signage, registration areas, materials).
- Help **welcome and check in guests**, donors, and sponsors.
- Support **registration, ticketing, and donation processing**.
- Distribute event materials such as programs, bid sheets, or promotional items.
- Help manage **silent auctions, raffles, or fundraising activities**.
- Provide general **guest assistance and directions during the event**.
- Monitor event areas and communicate needs or issues to event staff.
- Assist with **post-event cleanup and organization of materials**.
- Represent the organization in a **friendly and professional manner**.

Qualifications

- Friendly, positive, and comfortable interacting with guests.
- Strong communication and teamwork skills.
- Reliable and punctual.
- Ability to stand for extended periods and perform light physical tasks (lifting boxes, moving materials).

- Interest in supporting nonprofit or community causes.

Preferred (but not required)

- Previous volunteer or event experience.
- Customer service or hospitality background.

Benefits of Volunteering

- Support a meaningful cause and make an impact in the community.
- Gain experience in **nonprofit fundraising and event management**.
- Meet new people and build professional connections.
- Receive volunteer service hours and/or letters of recommendation (if applicable).