
Job Title: Director of Fundraising

Department: Development

Reports to: CFO and/ or CEO (Tony Mullins)

Duties are as follows, but not limited to:

- **Creating Fundraising campaigns (both long and short term) and implementing them (pending the approval of the CEO)**
- **Joining on, and organizing pre-existing fundraisers.**
- **Serving as a liaison and point of contact to any outside venues, vendors, and in-kind donors participating in our fundraising programs.**
- **Co-organizing the largest annual gala (The Comedy and Tragedy Ball) w/ CEO.**
- **Meeting, and hopefully surpassing the fundraising goal set for the year (set forth at a designated Board Meeting)**

Pay: None. Volunteer based.

If interested, please send your resume and cover letter to jobs@eveningstarpro.com, with the subject: Director of Fundraising. Serious Inquires only.
