**Fundraising/ Donation Assistant**

Transplant Alliance serves as Fundraising Stewards for transplant patients and donor families by providing Grants and Fundraising Assistance while raising awareness about organ donation. Transplant Alliance Foundation is a 501(c)(3) non-profit charitable organization, through gaming events and fundraising we raise funds for organ transplant patients who cannot afford their medical bills

In policy and practice, we encourage diversity and provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job. We are committed to maintaining a non-discriminatory environment free from intimidation, harassment, or bias.

**Fundraising & Donation Management:**

* Identify and cultivate donor prospects through outreach and engagement.
* Write and send donation request letters, sponsorship proposals, and grant applications.
* Maintain donor databases, track contributions, and send acknowledgment letters.
* Assist with organizing fundraising events, donation drives, and online giving campaigns.
* Develop corporate sponsorship opportunities and community partnerships.
* Help with event logistics, including venue set up, registration and volunteer coordination.

**Qualifications & Skills:**

* **Required:**
  + Experience in marketing, fundraising, donor relations, or nonprofit development.
  + Strong writing and communication skills.
  + Proficiency in Microsoft office.
  + Ability to analyze donor data and create fundraising strategies.
  + Strong organizational skills and ability to manage multiple projects.
* **Preferred:**
  + Knowledge of nonprofit fundraising is best practice.
  + Background in donation gathering and sponsorship outreach.