

## JOB POSTING: FUNDRAISING COORDINATOR

The Great Lakes Burn Camp for Burn Injured Children (GLBC) is seeking a qualified candidate to fill the position of Fundraising Coordinator. The GLBC conducts a winter and summer camp for burn-injured children between the ages of 6 – 17. The Fundraising Coordinator is a part-time position (20 – 30 hours/week), that works under the direction of and reports directly to the Executive Camp Director.

The Fundraising Coordinator:

Acts as a liaison to our fundraising partners and donors.

Writes applications for grants, letters of solicitation, and “Thank You” letters.

Coordinates GLBC representation at fundraising events and check presentations.

Identifies new donors and donor organizations.

Maintains and coordinates a schedule of events and recruits volunteer workers, when needed.

Creates new fundraising events.

The ideal candidate will have strong interpersonal, organizational, written, computer, and public speaking skills. A flexible schedule and ability to work weekends, evenings, and some holidays is essential. Local and in-state travel is required.

The part-time salary range is \$15 - \$20k. The Funding Director will be provided with:

A camp vehicle, including fuel, maintenance, and insurance.

Computer and printer.

Cell phone.

Stationery and postage.

Camp credit card.

Travel expenses.

The successful candidate must be able to pass a detailed background and credit check.

To apply, submit a letter of interest, resume, and three references to:

Mike Longenecker

Executive Camp Director, Great Lakes Burn Camp

PO Box 6189

Jackson, MI 49204

[glbcml23@gmail.com](mailto:glbcml23@gmail.com)

517-937-5527

The GLBC will be accepting applications until the position is filled.