



Fundraising Support Volunteer

Role Overview

Fundraising Support Volunteers assist ABC Women's Center by helping with the preparation and execution of fundraising events and campaigns that sustain the mission. This role provides hands-on support for staff-led fundraising efforts and is ideal for volunteers who enjoy event work, organization, and behind-the-scenes service.

Volunteers serve under the direction of the Fundraising Coordinator and play a valuable role in helping events run smoothly and welcoming supporters with excellence.

What Fundraising Support Volunteers Do

Fundraising Support Volunteers may assist with:

- Helping prepare materials for fundraising events and campaigns
- Assisting with setup, registration, and breakdown at fundraising events
- Supporting event-day logistics such as guest check-in, seating, or materials distribution
- Assisting with packing, organizing, or distributing Baby Bottle Campaign materials
- Helping assemble donor packets, mailings, or event materials
- Assisting staff with follow-up tasks after fundraising events
- Providing general support to the Fundraising Coordinator as assigned

Financial & Donor Boundaries

To ensure transparency and stewardship, Fundraising Support Volunteers:

- Do **not** manage budgets, contracts, or financial decision-making
- Do **not** solicit donations independently
- Do **not** negotiate sponsorships or partnerships
- Refer donor questions or giving inquiries directly to staff

(All fundraising activities are directed and overseen by ABC staff.)

Time Commitment

- Flexible, event-based opportunities
- Most involvement centers around major fundraising efforts such as the Annual Gala, 5K events, and Baby Bottle Drive
- Scheduling may include occasional evenings or weekends

Training & Requirements

Fundraising Support Volunteers are required to:

- Complete ABC Women's Center's volunteer application and screening process
- Participate in event-specific orientation or training as needed
- Uphold ABC's mission, Statement of Faith, and CareNet Commitment of Care
- Demonstrate professionalism, reliability, and a positive attitude
- Be comfortable serving in group or event settings

Who This Role Is Best Suited For

This role is ideal for individuals who:

- Enjoy event-based or project-focused volunteering
- Like hands-on, practical service
- Want to support the mission of ABC Women's Center without ongoing weekly commitments
- Are donors seeking a tangible way to support fundraising efforts
- Appreciate clear direction and teamwork

Dress Code

Business casual or event-appropriate attire, as directed by the Fundraising Coordinator

Next Steps

If you are interested in serving as a Fundraising Support Volunteer or would like more information:

✉ Contact us at Kathleen@abcwomenscenter.org | ☎ 860-894-7402