



## Job Description Fundraising Manager (Part-Time)

### Duties

- Manage a fundraising database such as GiveButter
- Submit sponsorship requests to support our legislative breakfast, conference, Recovery Stars Benefit Dinner and silent auction, and other events as needed
- Contact potential sponsors through calls and/or written correspondence for our events
- Participate actively in the conference committee's planning of our annual conference, Recovery Stars Benefit Dinner, and silent auction
- Conduct workshops and provide one-on-one training sessions on fundraising, diversifying income streams, and related skills for member recovery organizations
- Offer technical assistance to member recovery agencies
- Collaborate with the Director of Development - Grants and Executive Director on development goals for the organization
- Assist the Executive Director and Information Specialist with fundraising mailings and marketing of events
- Work closely with the staff of the Recovery Partners of Vermont and our member organizations
- Develop skills through pursuing ongoing professional development

### Requires

- Strong writing skills
- Excellent interpersonal skills
- Proficient in use of Zoom, Google Drive, Microsoft Word, and PowerPoint
- Proficient in or able to learn donor databases
- The ideal candidate would be a person in long term recovery or with a family member who is. At the very least someone who understands the recovery field and knowledge of an alcohol/substance use disorder.

### Benefits

- Competitive wages (\$23.00 to \$29.00 range, commensurate with experience)
- Dental and Eye Care Insurance
- Health Care Stipend
- Professional development support

### Work Environment

- This is a hybrid role. Most work is done remotely, but in-person support will be required for our events.

Please send resume and cover letter to:

Gary De Carolis, Executive Director

Recovery Partners of Vermont

Email: [gary@vtrecoverynetwork.org](mailto:gary@vtrecoverynetwork.org)

P.O. Box 3042, Burlington, VT 05408