

Fundraising Assistant – NAMIWalks

Role Summary:

The Fundraising Assistant supports the planning, promotion, and fundraising success of the annual NAMIWalks event. This volunteer helps build community partnerships, support team captains, coordinate outreach efforts, and assist with donor and sponsor engagement. Their work strengthens NAMI's mission and expands the reach of mental health awareness.

Key Responsibilities

- Assist in recruiting and supporting NAMIWalks team captains and participants
- Help coordinate fundraising challenges, recognition programs, and communication updates
- Support outreach to businesses, sponsors, and community partners
- Assist with social media content, emails, and promotional materials
- Help prepare and distribute walk packets, flyers, and outreach tools
- Attend community tabling or promotional events
- Assist with logistics and participant engagement on Walk Day
- Track basic fundraising progress or participant feedback (as directed)

Qualifications

- Interest in fundraising, nonprofit development, or community engagement
- Friendly, outgoing, and comfortable speaking with the public
- Basic computer or social media skills helpful but not required
- Organized, reliable, and mission-driven

Time Commitment:

3–6 hours monthly leading up to the event; increased hours the month of the Walk; Walk Day attendance required

Reports To:

Walk Manager / Executive Director