

**Carlisle Fire Department
Volunteer Position Description
Development (Fund Raising)**

The role of the Development volunteer is to provide fund raising skills and abilities which supports non firefighter operations. These volunteers provide critical services to provide funding that support the work of firefighters and rescue volunteers in keeping the community safe. While these volunteers do not provide emergency services they are valued members of the fire company team.

Essential Functions:

- Help plan and organize fund raising events to support the fire company operations and capital needs.
- Assist in the development of the annual awards banquet.
- Help prepare grants and manage grants projects.
- Provide opportunities for social activities which promote support for the fire company.
- Supports maintaining the fire station, equipment and grounds in a clean and orderly condition;
- Acquires and retains a thorough knowledge of the Borough and fire company operations.
- Performs various public information or education tasks;
- Performs all work duties and activities in accordance with Standard Operating Policies and Procedures;
- Works in a safe manner and reports unsafe activity and conditions.

Other Duties and Responsibilities:

- Develop and maintain donor records and grants materials for the company.
- Ensure donor receipts and grant reporting are provided as required.
- Maintain administrative equipment and offices.

Knowledge Skills and Abilities

Knowledge of:

- Fund raising, events coordination and management and/or grant writing;
- Donor relations and donor recordkeeping;
- Laws and requirements related to fund raising activities;
- Fire company operational needs and volunteer responsibilities;
- Or the ability to gain knowledge of fire and rescue operations.

Ability to:

- Apply communicate effectively with potential donors and building sustained donor relationships;
- Speak and effectively share information in presentations;
- Excellent writing skills;
- Organize, implement and management large events and social activities;

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- To work as a team with other volunteers to develop fund raising and community events;
- Meet deadlines;
- Communicate about the work they are doing.

Minimum Qualifications

- High school diploma or GED equivalency; and
- Must be at least 18 years of age at the time of application;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Capability to provide services with limited accommodation for vision, hearing or physical mobility.