

**Catholic Charities Diocese of Arlington**  
St. Martin de Porres Senior Center

**Job Title: FUNDRAISER**

**Benefits:**

- A great chance to raise necessary funding for program that serves low-income multicultural elderly population
- Develop valuable sales and marketing skills
- Network with local businesses and community organizations

**Responsibilities:**

- Approach local businesses and other organizations to solicit funding for elderly services program
- Develop and organize fundraising plans, events, and strategies
- Conduct fundraising events

**Qualifications:**

- Outgoing and friendly personality
- Skill and comfort with public speaking and cold calling
- Some knowledge of common fundraising practices
- Ability to pass criminal and ethical background check
- Creativity and Innovation; ability to "think outside the box"
- Basic math and bookkeeping skills
- Have own vehicle and clean driving record
- Knowledge of Northern Virginia area

**Commitment:**

- Flexible; help work some events, or commit to one year or more to develop valuable community connections

**Hours of availability:**

- Some weekday appointments within the hours of 7:30am and 3pm to meet with staff
- Varies according to scheduled events- some evenings and weekends

**Location:**

- St. Martin de Porres Senior Center 4650 Taney Ave. Alexandria VA 22304
- Northern Virginia Area

**Contact:**

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visit our website [www.ccda.net](http://www.ccda.net)