

Consultant Opportunity - Association of Horizon, Inc.

The Association of Horizon, Inc. (Horizon) is seeking a part-time consultant to assist the Board of Directors with administrative tasks, fundraising efforts, and other special projects dependent on experience.

Tasks & Responsibilities:

- Assist with organization of our annual raffle;
- Assist with year-long financial development, including making cold calls, mailings, or in-person visits to potential donors;
- Assist with the planning and promotion of fundraising events (e.g., solicit donations/sponsorships, make personal contact to community members to promote events);
- Identify qualifying grant opportunities and complete grant applications on behalf of the organization;
- Support year-long recruitment efforts, including making cold calls, mailings, or in-person visits to schools and other potential volunteer sources to schedule presentations or disseminate recruitment materials;
- Prepare and mail donation letters as needed;
- Prepare other mailings as needed; and
- Complete special projects as needed by the Board of Directors.

Preferred Tasks:

- Assist with database management (e.g., DonorSnap);
- Update and maintain Wordpress website;
- Prepare graphics and content (e.g., Canva) for social media (familiarity with Facebook & Instagram).

This is a part-time, remote, consultant position; the successful candidate will be an independent contractor, not an employee of Horizon, and will receive a 1099 form. The consultant should have some regular availability during standard business hours, with the ability to customize their schedule. The consultant will attend the monthly meeting of the Board of Directors via Zoom. The consultant will attend the organization's in-person fundraising events (various) and Board meetings (two a year). The consultant will be paid an hourly rate commensurate with experience.

Skills & Experience:

Horizon is seeking a self-starter who embodies Horizon's [Mission and Vision](#). The successful consultant will be a reliable resource for the all-volunteer Board of Directors and will assist in furthering Horizon's administrative tasks, fundraising efforts, and other special projects. The ideal consultant will be proficient with Google Workspace and have excellent communication skills. A basic understanding of website and database management (e.g., WordPress and DonorSnap) is preferred, but not required. The Board of Directors encourages the successful applicant to learn new skills while consulting.

Please email any questions or access needs to horizon@associationofhorizon.org. To apply for this opportunity, please email a **cover letter** and **resume** to horizon@associationofhorizon.org by **September 1st**.