**BCHW FUNDRAISING PLATFORM MGR**

**JOB DESCRIPTION**

**NECESSARY SKILLS**

1. Ability to use the internet, email, Microsoft Office
2. Ability to write articles and information for insertion to various fundraising platforms

**DUTIES**

1. Manage the Amazon Smile physical state and chapters lists of wants on the platform
2. Make sure that BCHW has the mission statement, achievement videos and any other informational items on the fundraising platforms to increase cash and item donations to BCHW
3. Amazon Smile
4. Mighty Cause
5. Your Cause
6. Network for Good
7. Benevity
8. Guidestar
9. Fred Meyer
10. Combined Fund Drive
11. Use excel, word and mail merge to direct mail solicitation letters to members and past members.