

## **Maybach Foundation Fundraising Volunteer Positions**

Make a significant difference and boost your career during the economic slump! Apply your fundraising skills as a volunteer to help a high-caliber nonprofit better support its philanthropic work. The Maybach Foundation is a 501(c)3 organization with an international network of opinion leaders, ultra high-net-worth individuals, and industry captains who recognize the importance of mentoring the next generation of global leaders.

Although the Foundation is a family foundation in name, it is a 501(c)(3) nonprofit organization in structure, and seeks to raise funds to support its projects and the administrative costs that are not fully covered by its core funding.

Thus, the Maybach Foundation seeks one or more volunteers to join our existing volunteer fundraising team. Volunteers will work with Maybach Foundation staff to carry out specific fundraising projects described below. The time commitment and responsibilities vary by project. We would welcome one volunteer to do multiple projects; or multiple volunteers, each doing one project.

### **SPECIFIC FUNDRAISING PROJECTS:**

**FUNDRAISING COMMUNICATIONS:** This is a very specific field in which we need an experienced fundraiser who specializes in crafting messages to target audiences. This person would review our existing materials (website, brochure inserts, ongoing newsflashes and web updates, donor communications) to recommend specific improvements so that we are inspiring people to donate. Estimated time commitment: 5 hours total.

**GRANTS RESEARCH:** The Maybach Foundation is undertaking a new foundation fundraising program this fall, and requires that an initial round of detailed research into foundation prospects be conducted, most likely via a one- or two-month membership in the Foundation Center for that purpose. This person would log into the Foundation's account with the Foundation Center, query the database for suitable foundation prospects, and compile an excel-based spreadsheet of the results, including grant guidelines, funding areas, deadlines, contact information, existing grantees, grant sizes, and the like. (A format for this spreadsheet exists already.) Estimated time commitment: 20 to 30 hours, depending on the number of prospects found.

**GRANTWRITING:** We seek an experienced grantwriter who is willing to work with the (above-)resulting grants calendar and existing staff to adapt existing materials into boilerplate grants language, and then to tailor that language on a case-by-case basis for grant applications to the most promising foundation funding prospects. Estimated time commitment: 20 hours for the development of the boilerplate materials, and then we would ask that a commitment be given sufficient to complete 3-5 grant applications. For those specific adapted grant applications, time may vary per foundation prospect, but is likely to be 5 to 8 hours once boilerplate is completed.

**MAJOR DONOR STEWARDSHIP SUPPORT:** Working with our existing volunteer and staff team, provide administrative support to the process of stewarding major donors. This will require facilitating, from here, travel arrangements and scheduling meetings for the president (nationally and internationally, particularly in Germany); and some meetings for the executive director and program director (both in the Bay Area). Letter-writing and stewardship calendaring support will also be required. Estimated time

commitment: 5-10 hours per week, for a period of 3 to 6 months minimum, depending upon the availability of the volunteer. (We will ask for a clear commitment at the outset of the work period.)

**EVENTS SUPPORT:** We seek experienced event coordinators for specific events in the Bay Area and LA. Event coordinators must be able to handle both high-end and low-end details of events, from interfacing with hosting organizations and communicating with the president and executive director, to making advance and on-site decisions about catering, décor, and the like; and also staffing the event to sign in guests, create and hand out name tags or place tags, accept guests' donations and/or pledges, etc.

**AUCTION SUPPORT:** We seek a pro bono auctioneer for our auctions at the events at which we fundraise. Our auctions typically last 30 to 45 minutes and include luxury items and package experiences with bids up to \$30,000.

#### ADDITIONAL GENERAL QUALIFICATIONS

- Minimum of one years' experience in the fundraising project area described above
- Ability to plan, execute and complete projects and tasks in a timely manner
- Strong organizational skills with exceptional attention to detail
- Excellent verbal and written communication skills
- Ability to work independently, but also to know when to seek guidance and ask questions
- Ability to keep supervising staff effectively informed of progress
- Collaborative work style, sense of humor, and adaptability
- Able to think creatively and work successfully with diverse individuals and groups internally and externally, including across cultural boundaries.
- Ability to work effectively from home, but also to be available for periodic in-office meetings or office-based projects.

The Maybach Foundation encourages applications from women, people of color, people with disabilities, members of the LGBT community, or other minority groups.

#### HOW TO APPLY

Qualified volunteer applicants may submit a cover letter, curriculum vitae or resume and three professional or educational references by email only to [contact@maybach.org](mailto:contact@maybach.org). (Please, no phone calls. We are a small staff and cannot handle additional inquiries.) The Foundation will contact leading candidates on a rolling basis.

#### FOUNDATION MISSION:

The Wilhelm and Karl Maybach Foundation is a 501(c)3 nonprofit organization that mentors unusually promising young leaders facing adversity to bring about positive change.

For more information on the Foundation please visit our website, [www.maybach.org](http://www.maybach.org).

Thank you for your interest!