



Online Donation Coordinator

(Development Department)

The Georgia Festival of Trees, a time-honored tradition celebrating the spirit of giving and creativity, is seeking a dedicated and dynamic Online Donation Coordinator to join our vibrant team.

This pivotal role focuses on nurturing meaningful relationships with our valued sponsors, ensuring excellent fulfillment of sponsorship agreements, and contributing to the overall success of the Festival.

Key Responsibilities:

- **Donor Relationship Management:** Research potential donors for gift cards, gift certificates, in-kind donations of goods (or services) for auction, special raffles, etc., events during festival.
- **Fulfillment Oversight:** Ensure each donor's donation form is completed with current information.
- **Logistics Coordination:** Manage festival logistics that involve any donations to ensure smooth operations and positive experiences. (example: pickup, mail, online, etc.,)
- **Donor Agreement Compliance:** Coordinate with festival staff to receive all items from sponsors, enabling successful fulfillment of donations.
- **Communication Champion:** Assist with crafting and distributing donor emails, inquiries, etc, keeping sponsors well-informed and engaged.

Qualifications & Skills:

- **Tech-Savvy:** Comfortable with navigating Microsoft Office products and Google (particularly Outlook), .
- **Communication:** Exhibits a friendly and professional demeanor in written correspondence.
- **Teamwork:** Ability to work collaboratively within a diverse team to meet the collective goals of the festival.
- **Availability:** Availability and flexibility throughout the year for soliciting donors leading up to festival.
- **Flexibility:** Willing to solicit donors at home and provide bi-weekly updates to team lead.

Application Process:

Interested candidates are encouraged to reach out to us at volunteers@gafestivaloftrees.org to arrange an interview. Join us at the Georgia Festival of Trees and play an essential role in creating a magical holiday celebration for our community!



Festival Schedule:

WEDNESDAY, NOV 20 - FRIDAY, NOV 22:

- SET-UP/DECORATING DAYS

FRIDAY, NOV 22:

- FIRST NIGHT CELEBRATION GALA

SATURDAY, NOV 23 - SUNDAY, DEC 1:

- FESTIVAL OPEN TO THE PUBLIC
- (CLOSED NOV 27-28 FOR THANKSGIVING)

SUNDAY, DEC 1 (EVENING) - MONDAY, DEC 2:

- TEAR DOWN DAY & TREE DELIVERY

The Georgia Festival of Trees is proud to support organizations working to end the trafficking and commercial sexual exploitation of women and children in Georgia.

