



Mission: The Inland Empire Breastfeeding Coalition, a partnership of community members, is committed to strengthening support for breastfeeding through increasing awareness, creating and coordinating collaboration, and mobilizing resources to fill identified gaps.

Position Description

Position Title: Membership and Fund Raising Coordinator (Independent Contractor)

Reports To: Board of Directors' Treasurer

Hours per Month: 15-20 (may be more the first month)

Hourly Pay: \$14.00 - \$16.00 per hour (depending on experience)

Location: Coalition serves Riverside and San Bernardino Counties

Position is based at-home

General Description:

Under the direction and guidance of the Inland Empire Breastfeeding Coalition (IEBC) Board of Director's Treasurer, the Membership and Fund Raising Coordinator of the IEBC is responsible for building and sustaining the Membership and Fund Raising Activities of the Coalition. Main activities will include:

- Publicizing the benefits of and soliciting for IEBC Membership;
- Increasing and sustaining IEBC membership of Health Professionals;
- Increasing and sustaining IEBC membership of Institutions/Businesses both large and small;
- Increasing and sustaining IEBC membership of Mothers;
- 1. Documentation and tracking of all IEBC memberships including renewal dates on Excel spreadsheet;
- 2. Collection of IEBC membership fees;
- 3. Sending "Thank You" letters to new and renewing IEBC members. Thank you letter will include annual IEBC Membership Card;
- 4. Development of 'Monthly IEBC Membership Report';
- 5. Attendance at IEBC Board Meetings to present 'Monthly Membership Report' to Board of Directors;
- 6. Attendance at IEBC General Membership Meetings to recruit for and obtain new and renewal memberships;
- 7. Submission of 'Monthly IEBC Membership Report' to IEBC Treasurer, including envelope with bank deposit slip and membership fees;
- 8. Providing IEBC Webmaster with all pertinent Membership and Fund Raising information for website posting;

9. Fund Raising activities to be determined;
10. Working closely with the Educational Programs Coordinator regarding membership and fund raising activities at educational program events;
11. Completion of required paperwork to document all work activities and work time:
 - Posting monthly (and updating as needed) of working calendar and other pertinent information on Shared Google Docs,
 - Submitting invoice for reimbursement of work time to IEBC Board Treasurer by the 5th working day of the month for work completed in the previous month;

16. Others duties approved by the IEBC Board of Directors and assigned by the IEBC Treasurer.

Qualifications:

Interest in field of lactation

Breastfed at least one baby for at least 1 year.

Strong organizational skills. Able to conduct several on-going activities simultaneously.

Strong understanding of effective marketing techniques.

Exceptional interpersonal skills including ability to communicate and negotiate effectively with physicians, other health professionals, hospital personnel, small business owners and mothers.

Reliable transportation.

Strong computer skills.

- Ability to work closely with the Board of Directors to help develop strategic plans and objectives for increasing and maintaining IEBC memberships and fund raising activities.

Self-starter and independent worker.

Supervision:

The Inland Empire Breastfeeding Coalition Membership and Fund Raising Coordinator is supervised by the Inland Empire Breastfeeding Coalition Board of Directors and day-to-day work is overseen by the IEBC Board Treasurer.

Continuation of Position:

Dependent on the availability of funds.

DRAFT

1-9-10