



United States Quad Rugby Association

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4000 Ridgeway Drive, Homewood, AL 35209-5563

**Job Title:** Fundraising Specialist

**Location:** Remote

**Job Type:** Part Time

**Time Commitment:** 5-10 hours per week

**Compensation:** Unpaid to start; possibility of compensation in the future.

The United States Quad Rugby Association (USQRA), a 501(c)(3) nonprofit organization, exists to provide opportunity, support, and structure for competitive wheelchair rugby to people with disabilities. There are over 500 players competing in over 40 teams across the country.

We are looking for a smart and energetic Fundraising Specialist to work with our Board of Directors to build the base of philanthropic income to the organization through multiple streams. The person selected for this position will work to build and maintain the financing avenues of the USQRA which include sponsors, donations and grants.

**Responsibilities:**

- Seek funds for the USQRA through multiple streams and from multiple sources
- Assisting in the development and execution of strategic fundraising efforts
- Creating marketing, development, and solicitation materials
- Research and prepare materials for grants
- Developing a plan of action for the sources of funding to be pursued
- Coordinate with the USQRA Treasurer to create and maintain documents detailing all fundraising activities

**Requirements:**

- Previous exposure to fundraising and nonprofit organizations preferred
- Ability to form relationships with diverse groups of people
- Strong communication and writing skills
- Excellent organizational skills and attention to detail
- Ability to work independently as part of a remote team
- Experience with Microsoft Office
- Knowledge of wheelchair rugby or adaptive sports preferred

Interested candidates please send your resume and cover letter to [President@quadrugby.com](mailto:President@quadrugby.com)

*Smashing Stereotypes One Hit at a Time*  
**www.USQRA.org**