

Financial Advisor & Fundraising Support Volunteer

DESCRIPTION



Grassroots Non-Profit Financial Advisor & Fundraising Volunteer **With Vera Aqua Vera Vita**

Vera Aqua Vera Vita is a grassroots nonprofit organization founded on the mission of “tapping into the physical and spiritual nature of water to empower people and communities in developing countries to generate clean water and sanitation solutions that bring ‘True Water True Life.’” We are a small and a relatively young organization with a lot of opportunity for growth and impactful contribution. Visit our website at VeraAquaVeraVita.org.

Job Description: Meaningful, professional, and fun volunteer financial advisor & fundraising support working closely with the Founder & Executive Director, financial planning team, and fundraising team of Vera Aqua Vera Vita to help accomplish the mission of Vera Aqua Vera Vita by supporting in financial advising & fundraising support services as described below.

Minimum Qualifications:

- Belief in/Supporting of Vera Aqua Vera Vita’s mission
- Willingness/motivation to learn & ability to quickly grasp new software, etc.
- Ability to work in a volunteer/team environment both in person and on the phone
- Self-motivated to complete projects, meet deadlines, and function independently without much oversight
- Bachelor of Arts in accounting, business finances, or business administration from an ABET Accredited University
- Financial Planning or accounting experience (3 years minimum of professional skills preferred)
- Proficient in Excel particularly in data management
- QuickBooks Online Software Experience (preferred but not required)

Scope of Role:

- Financial Projections/Forecasting Reviews
- Budget Analyses & Advice
- Accounting Consulting Services
- Profits & Losses (P&Ls) Tracking Reviews
- Pursuit of new donors in support of the VAVV team
- Follow-up for retention of current & previous donors in support of the VAVV team
- Pursuit of speaking & networking engagements with potential for Major Gift Donors for VAVV
- Committee participation promoting Vera Aqua Vera Vita when assigned
- Participation in special event planning when assigned, for example: Annual Fundraiser

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Expectations:

- Estimated hours per week: 5-10 hours minimum
- Accountable to meet strict deadlines, *with exceptions*
- Bi-weekly Status Meeting with supervisor on assignments as needed
- The exact duration of the volunteer role will be determined during onboarding

Our (VAVV) Commitment:

- To provide the opportunity to work within a team of technical experts in a professional non-profit organization
- To provide an opportunity to learn, grow, and be creative in helping to vision VAVV for the future
- To provide a letter of recommendation, if requested, if all work requirements and professional standards were met during the volunteer period
- To provide experience working within a volunteer-based organization

How to sign-up:

- Visit <https://www.myvolunteering.com/veraaquaveravita/>, select the appropriate volunteer role, create your volunteer account, and submit the sign up form.
- Then email Jacob Niemeier at jniemeier@veraaquaveravita.org that you are ready to begin volunteering.
- Phone calls to Jacob at **317-670-6293** are welcome if you have questions, feedback, or want more information.