



Roles may include all or some the items described in each job post listed below

2025 VENDORS – ROLES AND RESPONSIBILITIES

1. BOOKKEEPER

Position

The bookkeeper is responsible for maintaining accurate financial records and ensuring CAUFP's financial transactions are properly recorded and organized. The role is essential for transparency, accountability, and supporting CAUFP's mission through sound financial management.

Responsibilities

- **Recording Financial Transactions:** Maintain accurate and timely records of all financial transactions, including donations, grants, and expenditures.
- **Processing Accounts Payable and Receivable:** Ensure timely payment of bills and proper recording of incoming funds, such as donations, membership fees, or program fees.
- **Bank Reconciliation:** Regularly reconcile bank and credit card statements to ensure all financial transactions are accounted for and correct.
- **Tracking Restricted and Unrestricted Funds:** Monitor donations and grants, ensuring funds are used according to donor restrictions and CAUFP guidelines.
- **Maintaining the General Ledger:** Update and maintain CAUFP's general ledger with all financial transactions.
- **Payroll Processing:** Manage payroll for staff, ensuring all salaries, wages, and deductions are properly accounted for.
- **Preparing Financial Statements:** Assist in the preparation of regular financial reports such as income statements, balance sheets, and cash flow reports for management and board review.
- **Budget Monitoring:** Track and report on budget performance, flagging variances, and assisting in budget preparation.
- **Compliance with Tax Laws and Regulations:** Ensure compliance with federal tax regulations specific to CAUFP, including filing necessary tax forms.
- **Audit Support:** Prepare documentation and assist auditors during annual or grant-specific audits.

- **Donor Management and Reporting:** Maintain records of donor contributions and prepare donor acknowledgment letters as required.
- **Internal Controls:** Help maintain internal financial controls to prevent fraud and ensure proper use of CAUFP's funds.
- **Grant Management:** Track grant expenditures and ensure compliance with grantor reporting requirements.

Qualifications

- **Experience:**
 - Proven experience as a bookkeeper, preferably in a nonprofit or small business setting.
 - Familiarity with nonprofit accounting practices, including handling restricted and unrestricted funds.
- **Knowledge of Accounting Software:**
 - Proficiency in accounting software such as QuickBooks, Xero, or specialized nonprofit accounting systems (e.g., Aplos or Sage Intacct).
- **Financial Reporting Skills:**
 - Ability to prepare financial statements, reconcile accounts, and assist in budgeting processes.
- **Understanding of Nonprofit Financial Regulations:**
 - Knowledge of nonprofit-specific financial regulations, tax reporting and donor restrictions.
- **Attention to Detail:**
 - Strong attention to detail and accuracy in financial recordkeeping.
- **Organizational Skills:**
 - Ability to manage multiple tasks, prioritize, and meet deadlines.
- **Communication Skills:**
 - Good verbal and written communication skills for interacting with staff, donors, auditors, and board members.
- **Proficiency in Microsoft Office:**
 - Strong knowledge of Microsoft Excel and other Office applications.

2. TECHNOLOGY

Position

The technology specialist is responsible for managing and supporting CAUFP's technology infrastructure. This role involves maintaining computer systems, network security, software applications, and digital tools essential for CAUFP's operations. The technology specialist ensures that the CAUFP's hardware, software and website are up-to-date, troubleshoots technical issues, and provides user support to staff. They may also help with data management, including donor databases, financial software, and communication tools, ensuring data security and compliance with privacy regulations. Additionally, they assist with technology planning and strategy to improve operational efficiency and support CAUFP's mission.

Responsibilities

- **Maintaining IT Infrastructure:** Oversee and maintain computer systems, networks, servers, and hardware to ensure they run smoothly and securely.
- **Technical Support:** Provide help desk support to staff by troubleshooting hardware, software, and network issues, and addressing any technology-related problems promptly.
- **Software and Application Management:** Install, configure, and update software applications used by the organization, including donor management systems, financial software, and communication tools.
- **Cybersecurity Management:** Ensure the security of CAUFP's data and systems by implementing firewalls, antivirus software, encryption, and other cybersecurity measures.
- **Data Management:** Manage and maintain the organization's databases, such as donor databases or CRM systems, ensuring data accuracy, security, and accessibility.
- **System Upgrades and Maintenance:** Regularly update systems, hardware, and software, and ensure that all technologies are functioning efficiently and up-to-date.
- **Technology Planning and Strategy:** Assist leadership in developing and executing CAUFP's technology strategy, ensuring that technology aligns with organizational goals and enhances operational efficiency.
- **Training Staff:** Train employees on the proper use of technology, software, and cybersecurity protocols, ensuring staff are equipped to use systems effectively.
- **Vendor and Equipment Management:** Manage relationships with external vendors, oversee the purchasing and maintenance of equipment, and ensure cost-effective technology solutions.
- **Cloud and Remote Work Support:** Set up and manage cloud-based services, data storage solutions, and remote work systems for staff working offsite or from home.
- **Website and Social Media Support:** Assist with website maintenance, updates, and troubleshooting, and support digital communications tools such as email marketing platforms or social media management systems.
- **Backup and Disaster Recovery:** Implement and maintain data backup and disaster recovery plans to protect the organization's information in case of hardware failures or cyberattacks.
- **Compliance with Data Privacy Regulations:** Ensure that the organization's technology and data management practices comply with relevant privacy laws and regulations, such as GDPR, where applicable.
- **Project Management:** Oversee and manage technology-related projects, such as system upgrades, software implementations, or digital initiatives.
- **Performance Monitoring:** Regularly monitor and optimize system performance to ensure smooth, efficient operations.

Qualifications

- **Experience:**
 - Proven experience in IT support, systems administration, or network management.
 - Experience with troubleshooting hardware, software, and network issues.
- **Technical Proficiency:**
 - Strong understanding of computer networks, operating systems (Windows, Mac, Linux), and software applications.
 - Proficiency in managing cloud-based services (e.g., Microsoft 365, Google Workspace, etc.).

- **Cybersecurity Knowledge:**
 - Familiarity with cybersecurity practices, including firewalls, encryption, antivirus software, and data protection protocols.
- **Data Management Skills:**
 - Experience with database management systems and CRM tools, especially those used by nonprofits (e.g., Salesforce, Raiser's Edge, or similar).
- **Problem-Solving Skills:**
 - Strong analytical and troubleshooting abilities to resolve technical issues quickly.
- **Communication and Training:**
 - Ability to explain technical concepts to non-technical staff and provide training when necessary.
- **Organizational and Time Management Skills:**
 - Ability to manage multiple IT tasks, projects, and requests while meeting deadlines.

3. PUBLIC RELATIONS

Position

The public relations specialist is responsible for managing CAUFP's public image and communication efforts to raise awareness, engage stakeholders, and promote CAUFP's mission. You will develop and implement communication strategies to enhance CAUFP's reputation, build relationships with the media, and manage public outreach campaigns. This role involves creating press releases, managing social media, organizing events, and coordinating with community partners. You will also handle crisis communication, maintain relationships with donors and supporters, and ensure consistent messaging across all platforms to effectively tell CAUFP's story.

Responsibilities

- **Developing Communication Strategies:** Create and implement PR and communication plans that align with CAUFP's mission, goals, and values to enhance its public image.
- **Media Relations:** Build and maintain relationships with journalists, reporters, and media outlets to secure press coverage, and respond to media inquiries.
- **Writing Press Releases and Newsletters:** Draft press releases, media kits, newsletters, and other written materials to inform the public and media about CAUFP's initiatives, events, and successes.
- **Social Media Management:** Manage CAUFP's social media accounts, creating and scheduling content to engage followers, increase visibility, and promote campaigns or events.
- **Content Creation:** Develop engaging content for various communication channels, including blogs, email campaigns, websites, brochures, and promotional materials.
- **Event Promotion:** Plan, promote, and manage events such as fundraising galas, awareness campaigns, community outreach initiatives, and volunteer activities, ensuring strong public engagement.
- **Crisis Communication:** Handle communication during crises or sensitive situations to protect and manage CAUFP's reputation, delivering clear and effective messaging.
- **Branding and Messaging:** Ensure consistent branding and messaging across all platforms, materials, and public appearances to maintain a cohesive and positive organizational image.

- **Stakeholder Engagement:** Develop strategies to engage key stakeholders, including donors, volunteers, partners, and the general public, to increase support for CAUFP.
- **Building Partnerships:** Collaborate with community organizations, corporate sponsors, and other partners to amplify CAUFP's message and increase public engagement.
- **Monitoring Public Perception:** Track public opinion and media coverage, analyzing how CAUFP is perceived and adjusting communication strategies as needed.
- **Internal Communications Support:** Help ensure clear, consistent internal communications between staff, volunteers, and leadership to keep everyone aligned with CAUFP's goals.
- **Advocacy and Outreach Campaigns:** Support or lead campaigns that raise awareness about CAUFP's cause or policy initiatives, using PR techniques to gain traction with the public and policymakers.
- **Media Training:** Prepare and train leadership or other spokespeople for public speaking engagements, interviews, or media appearances.
- **Managing PR Budgets:** Oversee and manage budgets for PR campaigns, events, and media-related activities.
- **Measuring PR Impact:** Track and measure the impact of public relations efforts, including social media analytics, media placements, and public engagement, to assess the effectiveness of communication strategies.

Qualifications

- **Experience:**
 - Proven experience in public relations, communications, media relations, or a related field, ideally with some exposure to nonprofit work.
- **Writing and Editing Skills:**
 - Strong writing, editing, and storytelling abilities for creating press releases, newsletters, social media posts, and other communications materials.
- **Media Relations Experience:**
 - Experience working with media outlets, journalists, and handling media inquiries.
- **Social Media Proficiency:**
 - Experience managing social media platforms (Facebook, Twitter, Instagram, LinkedIn, etc.), creating content, and engaging online audiences.
- **Event Management Skills:**
 - Ability to promote and manage public events, such as fundraisers, awareness campaigns, or community outreach efforts.
- **Strong Communication Skills:**
 - Excellent verbal and written communication skills for engaging with various stakeholders, including media, donors, partners, and the public.
- **Project Management:**
 - Strong organizational skills and ability to manage multiple projects and deadlines simultaneously.
- **Creativity and Problem-Solving:**
 - Ability to develop creative communication strategies and handle crisis communication effectively.

4. GRAPHIC DESIGNER

Position

The graphic designer is responsible for creating visual content that communicates CAUFP's mission, campaigns, and messages effectively. You will design marketing materials such as brochures, social media graphics, event posters, newsletters, and annual reports to support fundraising, awareness, and outreach efforts. The graphic designer ensures all visuals align with CAUFP's branding guidelines and helps engage the target audience. This role involves collaborating with other departments to create compelling designs for both print and digital platforms, helping to enhance CAUFP's visibility and impact.

Responsibilities

- **Creating Visual Content:** Design marketing and communication materials such as brochures, flyers, posters, social media graphics, newsletters, and email templates that promote CAUFP's mission and programs.
- **Designing for Digital Platforms:** Develop graphics for digital platforms, including social media, websites, email campaigns, and digital advertisements, ensuring they are visually engaging and on-brand.
- **Supporting Campaigns and Events:** Design promotional materials for fundraising campaigns, community outreach efforts, and events such as banners, invitations, and signage.
- **Maintaining Brand Consistency:** Ensure all visual content follows the organization's branding guidelines, maintaining consistency in color schemes, typography, logos, and overall design style across all materials.
- **Collaborating with Departments:** Work closely with various teams, including marketing, communications, development, and program staff, to understand their design needs and translate them into effective visuals.
- **Managing Design Projects:** Oversee design projects from concept to completion, ensuring timely delivery and high-quality outputs that meet CAUFP's needs.
- **Developing Print Materials:** Create designs for print publications such as annual reports, donor packets, infographics, and other collateral that communicates key messages and data.
- **Website Design Support:** Assist in website design and updates, ensuring a visually appealing and user-friendly online experience for visitors.
- **Enhancing Storytelling:** Use visual elements such as photography, illustrations, and infographics to enhance storytelling and convey CAUFP's impact more effectively.
- **Designing Reports and Presentations:** Create visually appealing reports, presentations, and data visualizations to be shared with donors, stakeholders, or the board of directors.
- **Photo Editing and Manipulation:** Edit and retouch photos for use in print and digital campaigns, ensuring images are high quality and aligned with the organization's messaging.
- **Staying Current with Design Trends:** Keep up with the latest graphic design trends, tools, and best practices to continuously improve the quality and effectiveness of designs.
- **Vendor and Print Management:** Coordinate with external vendors for printing and production, ensuring that print materials are delivered accurately and on time.
- **Content Management System (CMS) Support:** Assist with updating and managing the visual aspects of CAUFP's website through content management systems

Qualifications

- **Experience:**

- Previous experience in graphic design, including creating both digital and print materials.
- A portfolio demonstrating creative skills, technical proficiency, and experience with a range of design projects.
- **Design Software Proficiency:**
 - Strong proficiency in design software such as Adobe Creative Suite (Illustrator, Photoshop, InDesign) and other relevant graphic design tools.
- **Creativity and Visual Communication:**
 - Ability to translate ideas, concepts, and organizational messages into engaging visual content.
- **Understanding of Branding:**
 - Strong understanding of branding principles and ability to maintain consistency across all visual materials in line with CAUFP's brand identity.
- **Attention to Detail:**
 - Excellent attention to detail in design, ensuring accuracy and quality in all visual elements.
- **Communication Skills:**
 - Strong verbal and written communication skills for collaborating with teams and presenting design concepts to non-design staff.
- **Time Management:**
 - Ability to handle multiple projects simultaneously, prioritize work, and meet deadlines in a fast-paced environment.

5. PHOTOGRAPHER

Position

The photographer is responsible for capturing compelling images that visually communicate CAUFP's mission, events, and impact. You will document key moments, such as fundraising events, volunteer activities, community outreach, and beneficiary stories, to be used in marketing materials, reports, social media, and donor communications. The photographer collaborates with various departments to create a visual narrative that enhances storytelling, engages supporters, and promotes CAUFP's work. Additionally, you will assist with photo editing, archiving, and ensuring all images align with CAUFP's brand and communication strategies.

Responsibilities

- **Capturing Key Moments:** Photograph important events such as fundraisers, volunteer activities, community outreach programs, and special initiatives to visually document CAUFP's efforts.
- **Telling Visual Stories:** Create compelling visual stories by capturing images that highlight CAUFP's mission, impact, and the people or communities it serves.
- **Collaborating with Teams:** Work closely with the communications, marketing, and development teams to understand the visual needs of different projects and campaigns.
- **Photo Editing and Retouching:** Edit and retouch images using software like Adobe Lightroom or Photoshop to ensure high-quality visuals that are ready for use in print and digital formats.

- **Maintaining a Photo Archive:** Organize and maintain a digital photo archive to ensure easy access to images for future projects, marketing materials, and reports.
- **Creating Content for Digital Platforms:** Provide images for use on social media, websites, newsletters, and other online platforms to increase visibility and engagement with CAUFP's supporters.
- **Documenting Beneficiary Stories:** Photograph beneficiaries, clients, and communities impacted by CAUFP's work to visually support donor reports, success stories, and impact reports.

Qualifications

- **Photography Experience:**
 - Proven experience in photography, including event, portrait, and documentary-style photography, with a strong portfolio demonstrating a range of skills.
- **Technical Proficiency:**
 - Expertise in using professional camera equipment (DSLR, mirrorless cameras) and lighting techniques for capturing high-quality images in different environments.
- **Photo Editing Skills:**
 - Proficiency in photo editing software, such as Adobe Photoshop and Lightroom, for retouching and enhancing images.
- **Storytelling Ability:**
 - Strong ability to tell compelling visual stories through photography, capturing the essence of CAUFP's mission and impact.
- **Attention to Detail:**
 - Keen attention to detail in framing, lighting, and composition to ensure professional, high-quality photography.
- **Time Management:**
 - Ability to manage multiple projects and meet deadlines, especially when covering events or preparing images for campaigns.
- **Collaboration Skills:**
 - Strong communication and collaboration skills for working with various teams, including marketing, communications, and program staff, to align with their needs.

6. VIDEOGRAPHER

Position

The videographer is responsible for creating compelling video content that visually communicates CAUFP's mission, impact, and stories. You will produce videos for fundraising campaigns, events, social media, and donor outreach, documenting key moments such as community outreach, volunteer efforts, and beneficiary success stories. The videographer collaborates with various departments to develop video concepts, shoot footage, and edit content for both digital and traditional media platforms. Your work helps engage supporters, raise awareness, and enhance CAUFP's communication and storytelling efforts.

Responsibilities

- **Video Content Creation:** Plan, shoot, and edit videos that support CAUFP's mission, including promotional videos, event coverage, donor stories, and impact documentaries.

- **Storyboarding and Concept Development:** Collaborate with staff to develop video concepts, scripts, and storyboards that align with CAUFP's messaging and goals.
- **Event and Campaign Coverage:** Capture video footage during fundraising events, community outreach, volunteer activities, and other key events for use in promotional materials and reports.
- **Interview Filming:** Conduct and film interviews with beneficiaries, staff, volunteers, and donors to create authentic, impactful stories for various platforms.
- **Editing and Post-Production:** Edit raw footage into polished videos using editing software (e.g., Adobe Premiere Pro, Final Cut Pro) while incorporating effects, music, sound, and captions as needed.
- **Social Media Content:** Produce short-form video content tailored for social media platforms (e.g., Instagram, Facebook, YouTube) to engage and grow online audiences.
- **Collaborating with Teams:** Work closely with the communications, marketing, and development teams to ensure video content aligns with overall campaigns and organizational messaging.
- **Maintaining Equipment:** Manage and maintain video equipment (cameras, lights, microphones, etc.) and ensure all tools are in working order for high-quality video production.
- **Archiving Footage:** Organize and archive video files for future use, ensuring easy access to footage for ongoing projects and historical reference.
- **Managing Video Projects:** Oversee video projects from concept to final product, managing timelines, coordinating shoots, and ensuring timely delivery of content.
- **Supporting Digital Campaigns:** Assist in creating video content for digital marketing campaigns, including email marketing, websites, and social media ads.
- **Scriptwriting and Voiceovers:** Write scripts or narrations for videos when necessary, ensuring clear and engaging storytelling.
- **Adapting Content for Various Platforms:** Ensure that videos are appropriately formatted and optimized for different platforms, such as websites, social media, and donor presentations.
- **Engaging Stakeholders:** Create video content that engages donors, volunteers, beneficiaries.

Qualifications

- **Videography Experience:**
 - Proven experience in filming, editing, and producing high-quality video content, with a portfolio that showcases a range of styles (documentary, promotional, event coverage, etc.).
- **Technical Proficiency:**
 - Proficiency with video equipment (DSLR/mirrorless cameras, lighting, microphones) and knowledge of production techniques (framing, lighting, sound capture).
- **Video Editing Skills:**
 - Expertise in video editing software such as Adobe Premiere Pro, Final Cut Pro, or similar, with experience in cutting, sound editing, color correction, and post-production work.
- **Storytelling Ability:**
 - Strong ability to tell compelling stories through video, capturing CAUFP's mission, impact, and beneficiaries in an authentic and engaging way.

- **Project Management:**
 - Ability to manage multiple video projects simultaneously, meet deadlines, and work within budget constraints.
- **Creativity and Problem-Solving:**
 - Ability to develop creative concepts and solutions, especially when working with limited resources.
- **Collaboration Skills:**
 - Strong communication and collaboration skills to work effectively with teams, such as marketing, communications, and development, and to meet the needs of different stakeholders.

7. AUDITOR

Position

The auditor is responsible for reviewing and examining CAUFP's financial records and practices to ensure accuracy, compliance with laws, regulations, and accounting standards, and the proper use of funds. You will conduct independent audits to assess financial health, internal controls, and adherence to donor or grant restrictions. The auditor prepares detailed reports on their findings, identifying any discrepancies or risks, and offering recommendations for improving financial processes. Your work ensures transparency, builds trust with stakeholders, and helps safeguard CAUFP's financial integrity.

Responsibilities

- **Conducting Financial Audits:** Perform comprehensive audits of CAUFP's financial statements to ensure accuracy and compliance with generally accepted accounting principles (GAAP) and relevant regulations.
- **Assessing Internal Controls:** Evaluate the effectiveness of internal controls and financial management systems to identify areas of risk and recommend improvements.
- **Reviewing Financial Records:** Examine accounting records, including receipts, invoices, and bank statements, to ensure proper documentation and financial reporting.
- **Verifying Compliance:** Ensure that CAUFP complies with applicable laws, regulations, and accounting standards, as well as donor or grant restrictions.
- **Preparing Audit Reports:** Create detailed reports summarizing audit findings, including any discrepancies, weaknesses in controls, and recommendations for improvement.
- **Communicating Findings:** Present audit results to the board of directors, finance committee, or management, explaining any issues identified and suggesting corrective actions.
- **Monitoring Follow-Up Actions:** Ensure that management implements recommended changes and follow up on the progress of these actions to address any identified deficiencies.
- **Supporting Tax Compliance:** Review CAUFP's compliance with tax regulations, including the filing of relevant forms, and provide guidance on tax-related issues.
- **Evaluating Financial Health:** Analyze financial statements and trends to assess CAUFP's financial health and sustainability.
- **Conducting Special Audits:** Perform special audits or investigations as needed, such as reviewing specific programs, grants, or funding sources for compliance and effectiveness.
- **Engaging with Staff:** Collaborate with finance and accounting staff to understand financial processes and provide training or guidance on accounting practices as needed.

- **Researching Best Practices:** Stay informed about best practices in nonprofit accounting and auditing, as well as changes in regulations that may impact the organization.
- **Documenting Audit Procedures:** Maintain thorough documentation of audit procedures, findings, and communications for accountability and future reference.
- **Evaluating Risk Management:** Assess CAUFP's risk management practices and provide recommendations to mitigate financial and operational risks.

Qualifications

- **Education:**
 - Bachelor's degree in accounting, finance, or a related field. A master's degree or MBA with a focus on accounting or nonprofit management may be advantageous.
- **Professional Certification:**
 - Certified Public Accountant (CPA) designation is required. Other relevant certifications, such as Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE), may also be advantageous.
- **Experience:**
 - Significant experience (usually 3-5 years) in auditing, accounting, or financial analysis, preferably within the nonprofit sector or with a focus on nonprofits.
- **Knowledge of Accounting Principles:**
 - Strong understanding of generally accepted accounting principles (GAAP) and nonprofit accounting standards, including knowledge of IRS regulations affecting nonprofit organizations.
- **Analytical Skills:**
 - Excellent analytical and problem-solving skills to assess financial data and identify discrepancies, risks, or areas for improvement.
- **Attention to Detail:**
 - High level of attention to detail to ensure accuracy in financial reporting and auditing processes.
- **Communication Skills:**
 - Strong verbal and written communication skills for effectively presenting audit findings and recommendations to stakeholders.
- **Time Management:**
 - Ability to manage multiple audit projects and deadlines effectively, demonstrating strong organizational skills.