

BPC FUNDRAISING COORDINATOR JOB DESCRIPTION

As an elected officer, the Fundraising Coordinator is a representative of the Brook Park Council Board and has the ability to affect the image and reputation of the BPC.

CHARACTERISTIC:

- Model good leadership qualities; maintaining honesty and high level of integrity
- Devoting adequate time to the position
- Working as a team member with the officers of the BPC
- Exercising good ethical judgment
- Setting aside personal views and act in the best interest of the BPC
- Good listening skills
- Good verbal and written skills
- Interactive and approachable
- Highly motivated and organized;
- Proficient with computer programs including Excel, e-mail, and online volunteer management software

TIME COMMITMENT:

- Attend and actively participate in Board Meetings once per month
- Executive Board Meetings (approx.) once per month or as needed
- Most of the work can be done on your own schedule
- Rotate with Board members to represent the Board at scheduled school and BPC events

TYPICAL MONTHLY TASKS:

- Serve as Program Chairman over all fundraising events and activities.
 - Attend meetings of all fundraising committees
 - Communicate fundraising plans & efforts to the board
- Responsible for continuity, coordination and oversight of all fundraising efforts.
- Work to communicate & match budget goals with fundraising opportunities throughout the year
- Create, update & provide volunteers with guidelines and instructions for running a basic fundraiser (Taffy Apples, Mixed Bags, Soup, etc.)
- Maintain a Procurement Spreadsheet or Database of donations of all types.
 - Manage who is asking for donations
 - Manage what we have available, who can or has been asked
 - Manage 'experience' donations
 - Manage any/all raffle baskets/giveaways
- Keep an ideas list for future fundraising efforts
- Maintain a procedure book for the Fundraising Coordinator position

TYPICAL ANNUAL TASKS:

- Annually update our Procurement list and work with Corresponding Secretary to formally thank all our donors for the year.
- Ensure that we have an updated Tax Exemption Certificate and Donation Request Letter for the BPC.

TRANSITION and RESOURCES:

- Incoming Fundraising Coordinator takes office immediately following the May BPC meeting
- Outgoing Fundraising Coordinator works with incoming Fundraising Coordinator to transition through the month of June
- BPC Board Policy and Procedure binder – including By-laws and job descriptions
- Articles about Fundraising Coordinator topics
- Past files and examples including procurement database, training materials, and supporting materials
- Maintain documentation (paper and computer files) related to their function and deliver this documentation and any official materials to their successor within ten day after the meeting at which the successor was elected.

I have reviewed the above job description with the incoming Volunteer Relations position.

Outgoing Fundraising Coordinator Signature

Date

I have received & understand the above job description for Fundraising Coordinator position and will execute to the best of my ability.

Incoming Fundraising Coordinator Signature

Date