

# Fundraising 11/7/22

## Fundraising Committee Director Job Descriptions

**Purpose:** To assure that needed fund raisers occur and provide information on all fundraising endeavors of the Magnolia Point Women's Club (MPWC) to the board.

**Responsibilities:**

- Manages the following subcommittees: Arts & Craft Fair, Directory Ads, Luminaries, MPWC Charity Drive, and any other fundraising event.
- With Board assistance, seeks Chairs for the above subcommittees when necessary.
- Receives monthly updates via email from any active subcommittee and provides a consolidated email report to the president.
- Occasionally meets with all subcommittees and provides insight and oversight on their activities.
- Provides information to the Communications Director for all completed events for publication in the *Magnolia News*.
- Attends board and general MPWC meetings.

**Skills Required:** Committee coordination; word-processing capabilities; composing and editing skills.

---

## Directory Ads Subcommittee Chair Job Description Fundraising Committee

**Purpose:** To sell advertising in MPWC's annual member directory.

**Responsibilities:**

- Answers directly to the Fundraising Director.
- Works in conjunction with the following: ad designer and reviewer, communications coordinator, printshop chair, treasurer, and sales people.
- Sends letters to existing and prospective advertisers; letters to new businesses may be delivered in person.
- Develops and manages a timeline that spreads from January to June and covers from ad solicitation to directory distribution and sending out thank you letters.
- Updates advertiser information as needed.
- Maintains all directory ad information on a thumb drive.

**Skills required:** Ability to manage a team and assure that an updated directory is ready by June of any given year. Able to compose letters and interface with local businesses.

---

## Arts & Crafts Fair Subcommittee Chair Job Description Fundraising Committee

**Purpose:** To oversee and engage in fundraising projects where vendors purchase a booth to sell products and Magnolia Point Women's Club (MPWC) members sell raffle tickets and engage in various other

activities to raise money. This effort is in support of MPWCs philanthropic endeavor to raise money for charities.

**Responsibilities:**

(Note: May work with a co-chair and divide responsibilities)

- Responds directly to the Director of Fundraising.
- Provides the Director with a monthly report via email on the status of the event.
- Secures any event venue well in advance of the event.
- Selects a team of MPWC volunteers to manage the various aspects of putting on an event that includes vendors and MPWC member activities.
- Composes vendor solicitation letters with application forms included from corporations and local businesses. Accumulates responses and develops a vendor list.
- Verifies that the application form is current; if updated, provides a copy to the Communications Director for uploading onto the website.
- Works with the Communications Director regarding publicity (flyers, emails, signs) and presence on the website.
- Orders raffle tickets and any other items needed.
- Assures that the vendor list is finalized, and that the event location is ready for the event.
- Reports all expenditures and income to the board.
- Following the event, sends thank you notes where applicable, sends vendors a feedback form, and works with the Communications Director to compose an article about the success of the event for publication in the *Magnolia News*.

**Skills Required:** Ability to team build, be familiar with word/excel computer programs, compose letters and organize events.

---

## **Luminary Subcommittee Chair Job Description Fundraising Committee**

**Purpose:** To manage the purchase and sale of luminaries for “Light Up Magnolia” night each December, the proceeds of which go to support the Magnolia Point Women’s Club’s (MPWC) Scholarship Fund.

**Luminary Chair Responsibilities:**

- Solicits volunteers to serve as packagers and block captains in the fall.
- Contacts vendors used in August/September and assures that items needed for luminaries (bags, candles, cups, ties) are ordered and on hand in ample time for the event held in early December.
- Meets with block captains in November to plan sales and delivery.
- With assistance from the Print Chair and the Scholarship Director, prepares a pamphlet to be approved by the board and used by block captains when soliciting sales.
- Solicits board approval of expenses.
- Provides the Treasurer and board with final list of expenses and income.
- Manages the inventory for this event.
- Works with Communications Director to assure that the event is properly advertised on the MPWC web site.

- Provides information to the Communications Director for the preparation of an article about the success of the event for publication in the *Magnolia News*.
- Provides the Fundraising Director with a status report of this fundraising event on a monthly basis.
- Sends thank you notes to donors of materials used in luminary packages.

**Skill Required:** Team building, bookkeeping, sales, computer including email, and organizational skills.

---

## **MPWC Charity Drive Committee Chair Job Description**

### **Fundraising Committee**

**Purpose:** To solicit funds for MPWC charitable activities from the residents of Magnolia Point.

**Responsibilities:**

- Compose a letter to the community requesting donations in support of MPWC's charitable activities.
- Have copies of the letter printed for every household.
- Solicit volunteers to assemble letters and mail to the community during February.
- Log donation checks onto an Income Recap Form.
- Submit the form and checks to the Treasurer on a regular basis.

**Skills Required:** Familiarity with word/excel computer programs, compose letters, prepare check logs.

---