

## Fundraising Committee (05-07-23)

### Fundraising Committee Director Job Descriptions

**Purpose:** To assure that needed fund raisers occur and to 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.
- Receives monthly updates from any active subcommittee and provides a consolidated monthly written report to the President.
- Occasionally meets with all subcommittees and provides insight and oversight on their activities.
- With Board assistance, seeks Chairs for the above subcommittees when necessary.
- Provides information to the Communications Director for all completed events for publication in the the *Magnolia News*.
- Assures that a photographer is available to take pictures at all events.
- Attends Board and general MPWC meetings.

**Skills Required:** Committee coordination; Word software capability; composing and editing skills.

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### Directory Ads Subcommittee Chair Job Description Fundraising Committee

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

**Responsibilities:**

- Responds directly to the Fundraising Director.
  - As needed, works in conjunction with the following: ad designer and reviewer, printshop chair, print layout coordinator, treasurer, member database chair, communications director, and salespeople.
  - Sends letters to existing and prospective advertisers; letters to new businesses may be delivered in person.
  - Develops and manages a timeline that spreads from early January to July 1 and includes ad solicitation by mail, email, and direct contact, coordination with ad designer and reviewer, turning over finished ads (by May 31) to the layout coordinator and printshop chair, delivery to printer (by June 26), assisting in organizing volunteers to distribute directories to members (by July 1), and sending out thank you letters.
  - Maintains all directory information on a thumb drive.
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### Holiday 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.

**Note:** The position is best accomplished with co-Chairs, with Vendors being one aspect and General Arrangements for the Fair another.

**Responsibilities:**

- Responds directly to the Director of Fundraising.
- Provides the Director with a monthly report via email on the status of the event.
- Secures the 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 to 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.

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## **Luminaria 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.

**Responsibilities:**

- Responds directly to the Director of Fundraising.
- 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 the Communications Director to assure that the event is properly advertised on the MPWC website.
- 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.

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

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

### **Fundraising Committee**

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

**Responsibilities:**

- Responds directly to the Director of Fundraising.
- 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.