

Fundraising Committee (Updated 03/9/24 jpl)

Fundraising Committee Director Job Descriptions

Purpose: To ensure that needed charitable fundraising events occur, and to provide information on all Magnolia Point Women's Club (MPWC) fundraising endeavors to the Board.

Responsibilities:

- Manages the following subcommittees: Arts & Crafts Fair, Directory Ads, Luminaries, Grants, MPWC Charity Drive, and any other fundraising event that may arise.
- In May, provides anticipated fundraising expenses associated with the upcoming Arts & Crafts Fair, Luminaria, and Directory Ads to the Treasurer for the Finance Committee's inclusion in the budget.
- Solicits monthly updates from any active subcommittee and provides a consolidated monthly written report for the President's Committee Report.
- Periodically meets with all subcommittees and provides insight and oversight on their activities.
- Seeks Chairs for the above subcommittees if needed.
- Provides information to the Communications Director on all completed events for publication in *The Magnolia News*.
- With Board approval, secures event venues for the upcoming year well in advance of the event.
- Ensures that a photographer is available to take pictures at all events.
- Attends Board and general MPWC meetings.

Skills Required: Committee management and coordination; Word/Excel computer capability; composing and editing skills.

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 MPWC members sell raffle tickets and engage in various other fundraising activities to raise money. This effort supports MPWCs philanthropic endeavor to raise money for charities.

Note 1: The position is best accomplished with one Chair, but having Co-Chairs can be considered.

Note 2: The Fundraising Director secures the event venue well in advance of the event.

Responsibilities of the Chair:

- Reports directly to the Fundraising Director.
- Provides the Director with a list of anticipated expenses for the Fair by May.
- Provides the Director with a general monthly report via email on the status of the event.
- Selects MPWC volunteer coordinators to manage the various areas required to put on an event that includes vendors and MPWC member activities.
- Works with the Communications Director and Webmaster to verify that the online vendor application form is current and uploaded. Ensures that the webmaster sends out vendor solicitation letters with application form included from corporations and local businesses. Oversees the accumulated responses and a vendor list.

- Works with the Communications Director regarding necessary publicity (flyers, emails, signs) and presence on the website.
- Works with the Treasurer to ensure that the online payment options and raffle ticket costs are in accordance with how we do business.
- Manages the ordering of raffle tickets and any other needed supplies.
- Ensures that the vendor list is finalized, the vendor space schematic is available, and that the event location is ready for the event.
- Coordinates all event expenditures through the Fundraising Director Reports.
- After the event, manages the following: sends thank you notes where applicable, sends vendors a feedback form, and works with the Fundraising 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.

Luminaria Subcommittee Chair Job Description

Fundraising Committee

Purpose: To manage the purchase, assembly, and sale of luminaria for “Light Up Magnolia” night held in Magnolia Point each December, the proceeds of which go to support MPWCs Scholarship Fund.

Responsibilities:

- Reports directly to the Fundraising Director.
- Solicits volunteers to serve as package assemblers and block captains in the fall.
- Provides the Treasurer and Board with final list of expenses and income; in May; solicits Board approval of expenses.
- Contacts prior vendors around the June-July period; ensures that items needed for luminaries (bags, candles, cups, ties) have been ordered and on hand in ample time for the event held in early December.
- Organizes kit assemblers to ready kits for sale.
- Meets with block captains in November to plan sales and delivery.
- Asks the Scholarship Director for updated information and a scholarship recipient to highlight.
- Prepares a pamphlet to be edited and approved by the Treasurer, and the Fundraising and Communications Directors. Sends completed pamphlet to the Print Chair for printing. Finished pamphlets are provided to the block captains for use when soliciting sales.
- Manages the inventory for this event.
- Works with the Communications Director to ensure 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 (i.e., Winn Dixie).

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

Directory Ads Subcommittee Chair Job Description

Fundraising Committee

Purpose: To sell advertising in MPWCs annual member directory.

Responsibilities:

- Reports directly to the Fundraising Director.
- Submits a list of anticipated expenses for the upcoming year to the Director by May.
- 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 using MPWCs official Post Office address as the return address; may deliver in person letters to new businesses.
- Develops and manages a timeline that covers early January to July 1 to include the following: ad solicitation by mail, email, and direct contact, coordination with ad designer and reviewer, turning over finished ads to the layout coordinator and Printshop Chair by May 31, 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.

Skills Required: Familiarity with Word/Excel computer programs, compose letters

Grants Subcommittee Job Description (Currently Suspended)

Fundraising Committee

Purpose: To seek grants to augment charitable dollars in promoting MPWC projects and initiatives.

Responsibilities:

- Researches avenues for charitable grants and composes requests for grants from appropriate sources.
- Reports monthly by email to the Fundraising Director.
- Communicates with the Reinhold Foundation that actively provides educational opportunities for MPWC members. Shares that information with the Fundraising Director who, in turn, communicates with the Board.
- Monitors Reinhold Foundation for seminar opportunities for Club members.
- If an educational grant is obtained, schedules training of members chosen by the Board.

Skills required: Word processing and grant writing.

Notes: Potential sources of Grant opportunities include but are not limited to the following:

- ✓ Reinhold Foundation
 - ✓ Publix Supermarket Charities
 - ✓ Walmart
 - ✓ Clay Electric
 - ✓ Elks BPOE 1892
 - ✓ WaWa Stores
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MPWC Charity Drive Subcommittee Chair Job Description (Currently Suspended) Fundraising Committee

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

Responsibilities:

- Reports directly to the Fundraising Director.
- Composes a letter to the community requesting donations in support of MPWC's various charitable activities.
- Ensures copies of the printed letter are available to every household.
- Solicits volunteers to assemble letters and mail to the community during February.
- Maintains a check-donation excel spread sheet that reflects total income to date.
- Submits a copy of the spreadsheet to the Treasurer on a regular basis.

Skills Required: Familiarity with Word/Excel computer programs, compose letters, prepare check logs.
