

Fundraising Committee Director Job Descriptions **(Reviewed: 2/12/25, by Joanne LaBeouf, 2024-25 Fundraising Director)**

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

Responsibilities:

- Manages various needed subcommittees: Arts & Craft Holiday Arts & Crafts Fair (when held), Directory Ads for the membership directory, Luminaria event for scholarships, an MPWC Charity Drive, and any other fundraising events held to support the committee's mission.
- In April, provides anticipated fundraising expenses associated with any and all anticipated fundraising events to the Treasurer prior to the Finance Committee Meeting for inclusion in the budget.
- Receives monthly updates from any active subcommittee and provides a consolidated monthly written report to the President to include verbatim on the monthly committee report.
- Occasionally meets with all subcommittees and provides insight and oversight on their activities.
- Seeks Chairs for any subcommittee as needed.
- Provides complete and written information to the Communications Director for all completed events for publication in the *Magnolia News*.
- Communicates with all chairs via email to ensure a paper trail on event progress/problems; requests that the director be included in all fundraising emails as a matter of information for the director.
- Writes articles regarding all fundraising events for inclusion in the MPWC section of *The Magazine*.
- Assures that a photographer is available to take pictures at all events.
- Attends all Board and (when possible) General MPWC meetings.

Skills Required: Committee coordination; Microsoft Word/Excel skills; composing and editing skills.

Directory Ads Subcommittee Chair Job Description **Fundraising Committee**

Purpose: To sell advertising in support of the MPWC's annual member directory.

Responsibilities:

- Responds directly to the Fundraising Director.
- As needed works in conjunction with the following: Printshop Chair, print layout coordinator, Treasurer, Member Database Chair, Communications Director, and any ad salespeople.
- Assures an annual review of letters with the assistance of the Fundraising Director to be mailed to prospective ad buyers.
- In January each year, sends these letters to existing and prospective advertisers; letters to new businesses may be delivered in person.
- Manages a timeline that spreads from January 1 to July 1. This includes the following: ad solicitation by mail, email, and direct contact; coordination with ad designer and reviewer; turning over finished ads (by May 31) to the 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 in a notebook and with a backup on a thumb drive.

Skills required: Microsoft Word/Excel skills, composing and editing skills.

Luminaria Subcommittee Chair Job Description

Fundraising Committee

Purpose: To manage the purchase and sale of luminaria kit contents 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.
- With the help of the Treasurer, provides a written inventory of items available from the prior year and those needed for the upcoming year to the Fundraising Committee.
- Contacts vendors used in August/September and assures that items needed for luminaria (bags, candles, cups, ties) are ordered and on hand in ample time for the event held in early December.
- Solicits volunteers to serve as kit packagers and block captains in the fall.
- Meets with block captains in November to plan sales and delivery.
- With the assistance of the Scholarship Director, locates a prior scholarship winner to serve as a success story. This must be a winner from at least 6 years or more ago.
- With assistance from the Print Chair and the above input from the Scholarship Director, prepares a pamphlet to be available for handout during sales time.
- Related expenses are budgeted in advance by the Fundraising Director; this Chair is provided a budget and attempts to stay within its bounds.
- Manages the inventory for this event.
- Works with the Communications Director to assure that the event is properly advertised on the MPWC website.
- Writes an article about the event’s success with the assistance of the Fundraising Director; provides this article to the Communications Director for inclusion in the *Magnolia News*.
- Provides the Fundraising Director via email with a status report of this fundraising event on a monthly basis.
- Sends thank-you notes to donors of materials used in luminaria packages.

Skill Required: Team building, sales, computer skills (Word and Excel), 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 (MP) should a specific Board-approved need arise. A charitable activity must be a pre-approved Board special project that would appeal to the majority of MP residents.

Responsibilities:

- Responds directly to the Director of Fundraising.
- With assistance from the Fundraising Director, composes a letter to the MP community requesting donations in support of MPWC's charitable activities.
- With the assistance of the Print Chair, has letters printed for and mailed out to every household.
- Solicit volunteers to assemble letters and mail to the community during February.
- Logs in donation checks on an Income Recap Form (work with the Treasurer).
- Works with the Communications Director to assure that the event is properly advertised on the MPWC website.
- With the assistance of the Fundraising Director, provides information to the Communications Director for the preparation of an article about the success of the event for publication in the *Magnolia News*. This would encompass a thank-you to all MP residents for their contributions.
- Provides the Fundraising Director with a written status report of this fundraising event on a monthly basis.

Skill Required: Microsoft Word/Excel including email, plus organizational skills.
