



JOB DESCRIPTION

1. JOB TITLE: EVENT FUNDRAISING CHAIR
2. JOB OVERVIEW: Carry through a successful fundraising event, i.e.
3. BENEFITS:
4. KEY RESPONSIBILITIES:
 - Work with the President and the Vice President of Fundraising to establish a theme for and scope of the event.
 - Report to the Vice President of Fundraising, Board and Membership throughout the event project, serving as spokesman for the event project.
 - Work with the Event Fundraiser Sponsors Chair and the Vice Chair of Marketing to lead the effort to solicit individual community and corporate contributions and ideas, history, and other help.
 - Ask the Corporate Sponsors Chair to give all names of Corporate Sponsors to the Guild Office Administrator to add to the sponsor and invitation list.
 - Set a positive tone for the project, demonstrating enthusiasm, excitement and appreciation for volunteer efforts and community contributions.
 - Proof all printed material with the assistance of the Vice President of Fundraising and the Guild President.
 - Work with each Committee Chair to ensure that all financial information, including donations and ticket forms for all Fundraising Committees, are reported to the Guild Treasurer.

3/14/2014

- Give a list of fundraiser attendees and their email addresses to the Guild Office Administrator so that the Guild Party Mailing List can be updated.
 - Give a list of all corporate sponsors to the Sponsorship Team Chair, the Office Administrator, and the Treasurer so that Guild computer records can be updated.
5. QUALIFICATIONS AND SKILLS: The Chair should be organized, creative, motivational, personable, and managerial.
 6. INITIAL IMPACT:
 7. SUSTAINED OUTCOME:
 8. TRAINING, SUPPORT, AND RESOURCES: Training includes attending the annual Guild Retreat, meeting with past Spring Fundraising Chairs, and reading past reports. Resources include past Area and Committee reports, Guild Bylaws and Policies, Virtual Resource Guide, and LAO Gold Book online
 9. LOCATION OF ASSIGNMENT: The Area meetings will occur when and where the Vice President of Fundraising decides. The Chair of the committee determines when and where it will meet.