



JOB TITLE: VICE PRESIDENT FUNDRAISING

JOB OVERVIEW: Work with the President to develop a plan to meet the fundraising goals established in The Guild's budget and to recruit members for fundraising projects.

BENEFITS: The Vice President of Fundraising will hone managerial and marketing skills, practice leadership and motivational skills, gain familiarity with non-profit organizations, and gain project management experience.

RESPONSIBILITIES:

- Become familiar with The Guild's bylaws, policies and procedures, and administrative guidelines:
(<http://www.symphonymuildcharlotte.org/membership/resource-guide>).
- Create a vision and a plan for fundraising to ensure the success of fundraising events.
- With the President, approve fundraising electronic and/or printed materials.
- Review and track event budgets. Follow Guild Financial Guidelines regarding budget overruns as well as unbudgeted expenses.
- Establish and manage committees as needed to execute fundraising events.
- Supervise member volunteers in the execution of fundraising events, including but not limited to venues, sponsors, publicity, and invitations. Work with the Administrator as needed.
- Work with the President and the Treasurer to understand The Guild's budget and the fundraising needs of all of the areas of The Guild.

- Explore alternative sources of funding including but not limited to grants.
- Submit a proposed budget to the Treasurer for the following fiscal year outlining an estimate of revenue and expenses for fundraising events.
- Serve on The Guild’s Board of Directors and attend Board and general membership meetings.
- Email consent agenda items and a summary of the oral report (to be delivered at the Board meeting) to the Secretary prior to Board meetings.
- Approve all materials for publication and forward to Guild President for final approval.
- Establish a schedule for meetings of the fundraising area.
- Attend, support, and promote The Guild’s functions.
- Complete an end-of-year report for fundraising using the form found on The Guild’s website.
- At the beginning of the new fiscal year, meet with the incoming Vice President of Fundraising to ensure a smooth transition.

QUALIFICATIONS AND SKILLS: The Vice President of Fundraising should have an interest in event planning. The Vice President should be comfortable overseeing events and recruiting, motivating, and supervising volunteers.

INITIAL IMPACT: The Vice President of Fundraising and fundraising volunteers raise money to meet the financial needs of The Guild.

SUSTAINED OUTCOME: The Vice President of Fundraising assists in achieving the mission and financial viability of The Guild.

TRAINING, SUPPORT, AND RESOURCES:

- Guild President, current and past Vice Presidents
- Guild Virtual Resource Guide
- Symphony Orchestras Volunteers (SOVA)
- American Symphony Orchestra Volunteers (AMSOV)
- League of American Orchestras (LAO) Gold Book Online.