

## Fundraising & Development Chair Position Description

#### **Basics**

- Selection Process: Elected
- Executive Committee? Yes
- Voting Rights? Yes
- Estimated Time Commitment: up to 10-15 hours/month during peak fundraising times
- Core Responsibilities:
  - Raise funds to offset:
    - Events (goal: \$2,000 annually)
    - High School Awards (goal: \$1,000 annually)
    - New programs (goal: \$250 annually)
  - Keep fundraising web pages up to date
- Administrative Email: fundraising@dcpbk.org

### Responsibilities:

### Abide by the **Board Member Code of Conduct**

### **Operating Funds**

- Build a robust and sustainable fundraising program to support DCPBK for future needs
- Run annual fundraising campaigns to establish a reliable base of donors
- Network with local chapters, associations, foundations, and other possible donors
- Maintain meticulous donor records and relationship-building systems
- Devise a donor appreciation system



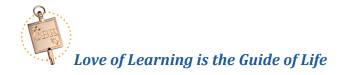


# Fundraising & Development Chair Position Description

- Raise funds to add to support DCPBK's current operating expenses (goal \$3,000 annually), including:
- Annual Events:
  - Holiday Party
  - Annual Business Meeting
  - Spring Fling
  - Key Connections
  - High School Awards Ceremony
  - Triennial Council (every 3 years)
  - Anniversary Events (every 5-10 years)
- Accounts Payable
  - Website Maintenance/Support
  - o Zoom
  - Constant Contact/Vertical Response
  - Bank & Investment Fees
  - Miscellaneous (stationery, checks, engravings, letterhead, etc.)
- Attend as many annual events as possible to encourage and solicit donations
- Provide other assistance as needed

#### **High School Awards**

- Partner with High School Awards Committee to build a robust, sustainable system to raise funds to offset DCPBK's High School Awards Program (goal \$5,000 annually), including:
  - 4 high school scholarships to local students per year (\$1,000 each)
  - Operating expenses, approximately \$800 per year





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- Attend High School Awards Ceremony to promote the program and solicit donations
- Draft success story pieces to encourage award donations
- Partner with High School Awards Committee to establish Awards Alumni group and encourage past awardees to donate
- Partner with High School Awards Committee to plan annual "Homecoming" events for Award alumni to come together with new recipients and encourage them to donate
- Provide other assistance as needed

### **New Programs**

- Partner with VP of Member Experience, YP Network Chair, and Membership & Outreach Chair/Webmaster to establish baseline budget for new programs
- Build sustainable systems to fund programs and events according to established budget

#### **Website Maintenance**

 Collaborate with Webmaster and High School Awards Chair to keep website's fundraising web pages up to date

