



Fundraising Director Position Description

Overview

A member of the RDMSC Board of Directors, the Fundraising Director is responsible for undertaking and coordinating all aspects of RDMSC fundraising including identifying fundraising opportunities and monitoring member fundraising progress. The Fundraising Director chairs the Fundraising Committee, which consists of the Director, an AGLC volunteer, and any volunteers coordinating bottle drives, highway cleanup, and RaffleBox, and is responsible for coordinating committee activity.

Responsibilities

- Attend Board meetings and prepare and present Fundraising Committee reports
- Work with the Volunteer Coordinator to identify individuals to volunteer for fundraising related work as required. This may include coordinators for specific fundraising activities (e.g., highway clean up, grocery gift cards, product sales)
- Work with the Volunteer Coordinator to develop and maintain online Sign Ups for fundraising activities
- Identify, schedule and coordinate fundraising opportunities for upcoming swim season
- Track member progress and follow up with members as required to ensure commitments are fulfilled
- Collect, hold and return fundraising deposit cheques
- Work with Communications Director to ensure appropriate information is included on the RDMSC website and in newsletters
- Work with the AGLC Coordinator to support coordination of bingos, casinos, RaffleBox and raffles including:
 - Apply for AGLC licence
 - Liaise with Red Deer bingo facilities for season bingos
 - Update and monitor bingo Sign Ups
 - Track member bingo/casino commitments and follow up as needed to ensure commitments are fulfilled
 - Collect, hold and return bingo/casino deposit cheques
- Ensure fundraising and bingo sections of website are updated and accurate.

Term: 2 years