

Spencer Soccer Club, Inc.

Job Title: Director of Fundraising and Events	Job Grade: Volunteer
Area: Marketing, Communications, and Fundraising	Reports to: Vice President of Marketing, Communications, and Fundraising
Revision Date: 6/6/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Fundraising and Events shall be responsible for the monitoring, implementation, coordination, and communication of all Spencer Soccer Club Fundraising and Events. The Director of Fundraising and Events is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Advertisement has an equal vote in favor or against motions brought before the BOD.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Develop and communicate fundraising activities and events with the Vice President of Marketing, Communications, and Fundraising.
- Develop fundraising events and activities to provide the required funds for special projects and/or needs as communicated by the Board of Directors
- Develop community and volunteer involvement in fundraising and events
- Recruit and coordinate volunteers to assist in club operations as required
- Develop an annual budget of estimated expenses

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Marketing, Communications, and Fundraising

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President Marketing, Communications, and Fundraising
- Coordinate approved fundraising activity forms, form distribution, ordering, order distribution, back-orders, and incorrect orders
- Coordinate approved fundraising events
- Communicate with the Vice President of Finance to ensure all checks/cash received is handled in accordance with Spencer Soccer Club financial guidelines
- Provide a request for budgeted funds to the Vice President of Marketing, Communication, and Fundraising

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.