



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



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- 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
 - 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



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