

Job Description

Position	Fundraising Director– Foothills Stingrays Swim Club
General Description	Fundraising Director in consultation with the Board of Directors sets the annual fundraising strategy and financial goals for the club and is accountable for the organization and execution of club fundraisers.
Term	This is an elected position with a two year term as per the club bylaws.
Reports to	President – FSSC
Direct Reports	Committee members as required.

Detailed Description of Responsibilities and Duties

Operational	Coordinates all fundraising activities including the Casino. Events and activities required to achieve the fundraising financial goals in compliance with the FSSC fundraising policy.
	Ensures that all fundraising initiatives undertaken by the club comply with local laws and regulations including Alberta Gaming where applicable.
	Ensures all fundraising activities are reviewed and approved by the Board of Directors and are directed to meet Board approved targets.
	Strikes fundraising event committees and oversees their activities.
	Obtain membership involvement and facilitate activities to completion.
	Locates and manages applications of available grant opportunities.
	Pursues opportunities for corporate sponsorship or donations.
Financial	Assists the Board of Directors in preparation of the annual budget.
	Maintains accurate records of all financial transactions related to the Club's fundraising activities.
	In a timely manner ensures all monies earned through fundraising activities are given to the Treasurer for deposit.
	Provides strategic direction to the Board of Directors on fundraising issues.
Reporting	Attends monthly Board of Director meetings.
	Prepares monthly report for meeting to assure targets are being met.
	Prepares post event fundraising reconciliation reports for the Treasurer.