

AAUW LCV Education and Scholarship Program, Inc. 501(c)(3)

Position: Fundraising Committee Chair

Term: One Year (June 30th to July 1st following year)

Board Member

Term Limits: Elected annually without term limits

Responsibilities:

- 1. Structures and manages the process for fundraising events and activities.** Organize events and activities that encourage people or organizations to contribute to the charity either by providing donations or by giving their time to the cause. A charity fundraiser builds relationships and explores new fundraising opportunities.
- 2. Establish a committee structure to support raising funds for scholarships and grants and develop work groups for specific functions.**
- 3. Explore additional ways of obtaining funding for scholarships (i.e., applying for grants)**
- 4. Create communications for fundraising (i.e., president's letter, Benefactor letter, Auction and Donor letters)**
- 5. Organize events or other activities to generate donations (mail campaign, additional fundraising events (i.e., cocktail party))**
- 6. In collaboration with the treasurer create and maintain performance reports to ensure transparency**
- 7. Encourage supporters to repeatedly donate and inspire new supporters through relationship development (i.e., tax-exemption, thank you letters, timely feedback)**

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