

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

**Position: Fundraising Committee Chair**

**Term: One Year (June 30<sup>th</sup> to July 1<sup>st</sup> following year)**

**Board Member**

**Term Limits: Elected annually without term limits**

### **Responsibilities:**

- 1. In conjunction with ESP Treasurer/President establishes fundraising goals/budget for the fiscal year by income source.**
- 2. Structures, organizes and manages fundraising events, campaigns and activities to achieve budgeted goals**
- 3. Builds donor and LCV Member relationships. Explores new fundraising opportunities.**
- 4. Establishes and staffs committee and event structures to support fundraising for scholarships and grants.**
- 5. In collaboration with the Treasurer selects and maintains BAL online registration system and electronic donor records management. Assures efficient and effectiveness in event registrations, donor communications and records management.**
- 6. In collaboration with Scholarship Chair, develops publicity about grant recipients to use with donors and publicity on LCV website, Facebook and print media.**
- 7. Explores additional ways of obtaining funding for scholarships (i.e. grants)**
- 8. Develops fundraising communications (e.g., President's letter, Benefactor letter, Auction and Donor letters, BAL Registrants, etc)**
- 9. In collaboration with the Treasurer, creates and maintains records and performance results.**
- 10. Assures transparency in reporting.**
- 11. Encourages LCV and external supporters for recurring donation. Inspires new supporters through relationship development (i.e., tax-deductions, Qualified Contributions, timely thank you letters, publicity**