

**AAUW LCV Education and Scholarship Program, Inc. 501(c)(3)
Fundraising Director Position Description**

Position: Fundraising Director (Elected)

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

Board Member

Term Limits: Elected annually without term limits

Responsibilities:

1. In conjunction with ESP Chair and Treasurer establishes fundraising goals/budget for the fiscal year by income source.
2. Organizes and manages annual Book Author Luncheon including committee staffing, communications, guest registration, auction/sponsorship solicitations, author selection, and venue selection and management. Manages income/expense budget.
3. Builds donor relationships.
4. Explores new fundraising opportunities.
5. In collaboration with the board, communicates to members the opportunity to consider Qualified Charitable Distribution donations.
6. Establishes and staffs committee and event structures to support fundraising for scholarships and grants.
7. In collaboration with the Treasurer, selects and maintains BAL online registration, donor communications, and donor records management.
8. Develops fundraising solicitations and acknowledgements. (e.g., President's letter, sponsor and auction solicitations, donor communications)
9. In collaboration with the Treasurer, creates and maintains financial records.
10. Assures accurate and transparent reporting.