

VICE PRESIDENT FUNDRAISING CVCHS PFC POSITION DESCRIPTION

General Information:

The Vice President of Fundraising shall determine the fundraising for the year and manage other fundraising committee chairpersons and efforts. Meeting attendance is mandatory as an Executive Board Member. This position can take about ten hours a month to attend meetings and coordinate fundraisers. The majority amount of time for this position is to input donors at the beginning of the year into an excel spreadsheet.

Responsibilities:

1. Assist during Registration Day(s) if possible, ensure monies donated get to the Treasurer.
2. In the first two months of school, input all donors giving to the Dollar-A-Day program. Create an excel spreadsheet of donors, contact information, amount given, etc., and keep updated throughout the year.
3. Assist with the Holiday Faire and event coordinator.
4. If donations are low, create and coordinate another fundraiser with the approval of membership.
5. In May, train the new VP Fundraising of the upcoming year if applicable.

Updates in progress for 2021-2022 BOD