# Title: Fundraising Director

Role: Board Member Election/Appointment: Elected  
Voting Status: Voting

Term: Three years

Compensation: Full volunteer hours

**Description:** The Fundraising Director is responsible for revenue and income streams outside of registration and tournament income. This includes all fundraising, sponsorship and sales opportunities, existing and new.

**Position mandatory requirements**

* Must attend monthly MWHA Board of Directors meetings on the third Monday of the
* Must act as primary contact for the association with city for all facility related sales opportunities and sponsors fulfillment
* Will coordinate all communications out to sponsors
* Will coordinate all communications out to fundraising organizations
* Provide all key fundraising information to the Webmaster for posting
* Provide the Registrar all key information regarding fundraising that needs to be included in registration
* Provide all communications detail to the right person for distribution to the members
* Work with the Fundraising and Social Committee to create and execute fundraisers
* Work with Treasurer to ensure fundraising deposits and reporting families not meeting the association fundraising requirement
* Work with the Treasurer to set the fundraising goals and opt out amount to be voted on
* Maintain program files including individual files for each sponsors and annual fundraising records
* Provide an end-of-the-year audit report at the July board meeting
* Report out monthly to the board on all reports and subsequent follow up
* Training your successor at the end of your term

**Desired Skills**

* Strong communication skills
* Strong organization skills
* Strong marketing background a plus
* Creative skills a plus
* Ability to work with individuals throughout the organization
* Computer skills; e-mail access
* Positive, helpful attitude
* Ability to attend the monthly meetings and do work between meetings