

Scholarship Campaign Fundraising Chair (Appointed) Term: One Year

Time Required: To be determined (new position)

Responsibilities:

- Create and implement an annual fundraising drive to raise money for scholarships to be awarded to female students at Southern Oregon University (SOU) and Rogue Community College (RCC)
- Work with the Communications Team to promote the annual scholarship drive in the newsletter, on FaceBook, on the Branch website, and in community media
- Coordinate with the Assistant Financial Officer to ensure incoming contributions are recorded in a timely manner
- Inform the Board, Fundraising Chair, and Communications Chair of incoming donations and ensure that those donations are acknowledged with a written thank you note, mention in the newsletter, and/or other Branch and community media
- Communicate to the Scholarship Coordinator(s) how much money is available to be awarded in the current year from the annual scholarship fund
- Submit an annual financial report to the Board at the end of the year, including an accounting of monies raised and monies awarded in annual scholarships
- Keep track of activities and update the Operations Manual as needed

Qualifications

- Writing and promotional skills
- Fundraising experience in conducting an annual giving drive