

Fundraising Chair (Appointed)

Term: One Year

Time Required: 6-8 hours per month during peak times

Overall Responsibility: Advocate and coordinate all Branch fundraising activities

Specific Responsibilities:

- Coordinate all Branch fundraising efforts, including activities to benefit AAUW National Funds, AAUW Ashland Branch Operations, Scholarship Funds (SOU, RCC, AHS) and any additional fundraising in support of our mission
- Ensure messages of appreciation are sent to donors that include tax ID, except when the donations are sent to SOU or RCC (the colleges thank their donors)
- Facilitate discussions of potential Branch fundraising projects
- Help develop a branch fundraising plan with measurable objectives and regular evaluations
- Ensure written records are kept of fundraising meetings, decisions, and activities, and delivered to the next Chair
- Serve on the Board and on all Branch fundraising subcommittees

Qualifications

- Knowledge of AAUW's fundraising history and regulations
- Ability to work with a team
- Participate in collaborative decision-making for the Branch
- Knowledge of charitable tax laws (optional but helpful)
- Experience/knowledge of fundraising, planning, goal setting