



**Fund Raising Coordinator**

**Responsibilities**

- Regularly attend local program management team meetings.
- Develop and submit an annual Fund Raising Plan.
- Plan and oversee all local fund raising events and manage volunteers working at the events.
- Maintain a current list of major donors and sponsors supporting fund raising activities.
- Ensure all major donors and sponsors are formally recognized on a regular basis.
- Assist in establishing a local program Fund Raising Committee and serve as Chairperson.
- Present a fund raising budget to be reviewed and approved as part of the local program budget.

**Reporting Requirements**

- Fund Raising Portion of the Annual Program Budget
- Annual Fund Raising Plan
- List of major donors and sponsors supporting fund raising activities.
- Monthly update to the Local Program Management Team

**Local Program Additional Needs:**