**Fundraising Director Job Description**

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| **General Description:** The Fundraising Director, in consultation with the board of directors, sets the annual fundraising strategy and financial goals of the club. The Fundraising Director is accountable for the organization and execution of club fundraisers. |

**Term:** This is an elected position with a two-year term as per club bylaws

**Reports To:** PresidentandMembership of Okotoks Mavericks Swimming

**Direct Reports:** Committee members as required

**Detailed Description of Responsibilities and Duties**

**Operations:**

* Coordinates the Alberta Gaming Casino as well as the recruitment of volunteers
* Coordinates all events and activities required to achieve the club’s fundraising financial goals in compliance with the MAVS fundraising policy
* Ensures all fundraising activities are reviewed and approved by the board of directors and are directed to meet board approved targets
* Creates and chairs fundraising event committees as needed
* Obtains membership involvement and facilitates activities to completion
* Locates and manages applications of available grant opportunities
* Pursues opportunities for corporate sponsorship or donations

**Financial**

* Assists the board of directors in preparing the annual budget
* Maintains accurate records of all financial transactions related to the club’s fundraising activities
* In a timely manner ensures all monies earned through fundraising activities are given to the Treasurer for deposit
* Provides strategic direction to the board of directors on fundraising issues

**Reporting**

* Provides a monthly report to the board of directors at all regular meetings
* Attends MAVS board meetings on a regular basis
* Prepares post event fundraising reconciliation reports for the Treasurer