



Director of Fundraising

Primary responsibilities include:

- Look for opportunities to raise funds for team throughout the year
 - Amazon Smile, Fred Meyer Community Rewards, etc
- Attend monthly Board meetings

Swim-A-Thon Coordinator:

- Build a planning committee
- Manage budget
- Plan and manage timeline for fundraising campaign
- Organize kick-off event
 - Order prizes, draft letter, sponsorship letter
- Work with vendors – design, timeline, cost, delivery
 - Printer, food, graphic designer, embroidery
- Hospitality
 - Plan menu
 - Order food and supplies
 - Organize deliveries
- Volunteers
 - Work with Volunteer Director to organize jobs (timeframe, requirements, job descriptions, # of volunteers) and report hours
- Organize and manage corporate sponsorships
 - Collect funds, forms, logos, tracking, sponsorship benefits
- Organize and manage silent auction
 - Solicit donation items, tracking, collection of payment, disbursement to families
 - Funds management – currently I use Square to manage credit card payments at SA and separate account at Wells Fargo to manage SA funds
- Prize management
 - Create prize list, manage cost/ordering/purchases, tracking results, distribution
- Tracking and Reporting
 - Frequent communications to team, pool reps, and coaches
 - Proficient in Excel
 - Pull reports from TU
 - Manage unassigned donations and contact donors to follow-up
 - Manage Swim-A-Thon email inbox and respond to member, donor emails quickly
- USA Swimming and Team Unify



- Set-up and activate webpage, close webpage/links
 - Register event with USA Swimming
 - Report results and order prizes from USA Swimming
- Matching Donations
 - Work with KING Treasurer to track matching donations
 - Acknowledge requests from businesses