

## Endeavour Elementary PTSA Elected Board Member Job Descriptions

### VP of Fundraising

Email: fundraising@endeavourptsa.org

#### Key Responsibilities:

- Act as a liaison between fundraising committees (listed below) and the Board. Keep the Board up-to-date regarding fundraising program status and chairs' needs. Communicate Board expectations to fundraising chairs.
- Act as a liaison between Corporate Sponsorship Chair (if applicable) and the Board. Ensure corporate sponsorship benefits are fulfilled in a timely manner throughout the year. Act as a liaison between Corporate Diamond Sponsors and the appropriate event chairs and program chairs.
- Organize, promote, and manage spirit wear, passive fundraising, restaurant fundraisers, spring fundraiser and Mariner's Day at the Ballpark
- Research and develop new options for fundraising as needed
- Participate on budget planning team to inform goals for fundraising efforts

#### Commitment:

- Aug (Spiritwear, Sponsorships & Fall Fundraiser prep) - 20 hours/month
- Sept-Oct (Fall Fundraiser) 20+hours/week
- Nov-June 8-15 hours/month
- Attend monthly Board meetings
- Attend General Membership meetings (3x's per year)
- Complete annual training requirement

#### Fundraising Committees (committees subject to change year to year):

- Corporate Sponsorship (Year Round)
- Jag-A-Thon (Aug-Oct)
- Spiritwear (Aug-Sept)
- Book Fair (Nov)
- Snapdoodle Holiday Sale (Dec)
- Spring Fundraiser- Fuschia Hanging Baskets (March-May)
- Mariner's Day at the Ballpark (Spring)
- Restaurant Fundraisers (Year Round)
- Passive Fundraising – Rite Aid & Fred Meyer (Year Round)