

FUNDRAISING DIRECTOR

(Voting Board Member)

Person is voted onto the board by the association and appointed into this position by the current voting board members.

Major Role: In this position, you are accountable to organize and drive the events which improve the financial stability of the youth hockey association. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

Responsibilities:

- Overall, improve the financial stability of the youth hockey program
- Seek out new opportunities to increase funds into the association
- Seek out methods to provide opportunities to members to lower overall costs of season/ice fees
- Contact individuals and businesses in order to obtain sponsorship money for teams and general sponsorship funds for the association
- Manage the sponsorship process and documentation, continually improve
- Adhere to and complete the sponsorship activities for sponsors, i.e. Letters, recognition, jersey plates, banners
- Collect and identify for the Treasurer all sponsorship and fundraising money
- Provide sponsors tax status documents for IRS records
- Plan, organize and execute on all aspects of the associations fundraisers and community events
 - Ensure proper plans, coordination, volunteers, communications, etc. are being completed
- Provide monthly status report on all activities, plans, progress, etc.

Functional Areas

Fundraisers	Sponsorship	Parades
Picture Coordinator		

Key Competencies:

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

Job Requirements:

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

Time Needed for Position: This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.