



# ***Mountain Post Santa's Workshop***

## ***FUNDRAISER CHAIR***

### ***Position Description***

#### **DESCRIPTION OF DUTIES:**

- Shall oversee and coordinate the charitable fundraising activities that MPSW will implement during the board year (See Bylaws Article 1 Section 9).
- Will determine Inventory's needs and send requests to donors based on needs.
- Will seek corporate donations for the benefit of MPSW.
- Will solicit in-kind and monetary donations via e-mail, phone call, and in person.
- Will lead Ruck March planning committee.
- Provides a report of all activities within his/her scope of responsibility.
- Maintains roster for Donors.
- Sends Thank you cards to Donors.
- Attends all Board Meetings.
- Attends shopping week.
- Attends and supports all activities, events and fundraisers.
- Will join subcommittees to assist other Executive Board Members meet their goals for MPSW.
- Will participate in After Action Report (AAR) for events.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization.

#### **TIME COMMITMENT:**

- Approximately 20-25 hours per month.
  - May 25-30 hours (planning)
  - July 30 hours (Ruck/Christmas in July events)
  - December 50-60 hours
- Monthly hours will vary depending upon activities.

#### **LENGTH OF COMMITMENT:**

- Board Year running 1 April-31 March

#### **WORK LOCATION:**

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for donation pick up and fund-raiser events.