



RAMRAC: Randolph Athletic Council
511 Millbrook Avenue
Randolph, NJ 07869
randolphathleticcouncil@gmail.com

JOB DESCRIPTION: FUNDRAISING CHAIR

Type of Position Committee Chair **Term:** 1 year (2019-20 School Year)

Time Commitment: Medium

RAM RAC is currently seeking Fundraising Chair for the 2019-20 school year – with duties being assumed on or about June 13, 2019.

The Fundraising Chairperson is responsible for helping coordinate and plan various fundraising events that raise money for RAM RAC throughout the year. The Fundraising Chairs will recruit and develop volunteers as they deem necessary to help with the planning, execution and reporting for each event. Recommended qualifications for the Fundraising Chair include:

- ❖ **A highly motivated, enthusiastic, and results-oriented individual**
- ❖ **Comfortable soliciting donations and effective at follow-up.**
- ❖ **Good writing and communication skills**
- ❖ **Helpful if participated in fundraising either at the PTO/PTA or athletic-booster level**
- ❖ **Ability to apply the following basic management skills: (e.g. identifying opportunities, being resourceful, dealing effectively with people, detailed follow-up)**

To be successful, it is recommended that the Fundraising chair recruits either a Fundraising Co-Chair or event-specific captains. Specific responsibilities include:

- ❖ **With the assistance of the RAM RAC Executive Board, develop fundraising plan for the 2019-20 academic year**
 - Define fundraising goals
 - Define event budgets (including costs, if appropriate)
- ❖ **Work closely with the Secretary and Social Chair to advertise each event to members and create awareness for events**
 - Develop flyers and promotions for each fundraising event
- ❖ **Working with the Treasurer, ensure that all funds raised are deposited in the RAM RAC checking account no later than 2 business days following the conclusion of each event**
- ❖ **No later than the next Executive Committee meeting, present a 1-page report of the event including budget, fundraising goals and recommendations for future events**



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- ❖ **Secure appropriate township and state gaming licenses as needed**
 - Work with sport-specific booster clubs to help secure local and state gaming licenses as needed
 - Assist with applications and post-event reporting for Sport-Specific Boosters
 - Maintain the RAM RAC list of events for license tracking (provided on Google Drive)
- ❖ **Maintain a history of each event, documenting total funds raised and member attendance.**
- ❖ **Maintain RAM RAC's shared fundraising calendar**
- ❖ **Perform other duties as prescribed in the bylaws or assigned by the organization**