

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF: Fund Development Chair

KEY MEETING DATES: District committee meetings
Fund Development committee meetings (as needed)

POSITION CONCEPT: Responsible to the district chair for building an organization capable of executing the district's overall finance plan in support of the strategic plan.

PRINCIPAL RESPONSIBILITIES:

1. Accept the responsibility to ensure that the district meets its fundraising needs.
2. Assist the council president and Scout executive in maintaining the best possible relationships with all United Way partners.
3. Responsible for the administration of the district fund development strategy:
 - Conduct monthly fund development committee meetings
 - Assist in the recruiting and support of subcommittee chairs: FOS, special events, popcorn, project sales, etc.
 - Provide coaching and guidance to subcommittee chairs
4. Conduct regular report meetings of your volunteer committee.
5. Give leadership to monthly reviews and recommendations in regard to the district's fundraising performance.
6. Periodically review department performance as measured against budget and history.
7. Maintain and interpret to the district the finance policies of the Boy Scouts of America.
8. Help develop and achieve the goals in the Fund Development area to help the district improve in the Hourney to Excellence finance criteria annually.
9. Inform units of unit financing policies.
10. Review unit money earning applications.