

**JOB:** Fundraising Chair Support

**TEAM:** Fundraising

**LAST UPDATED/CHANGED:** April 2017

**JOB DESCRIPTION:**

 As a Fundraising Chair Support, you are the Fundraising Chair’s right hand man responsible for assisting our Fundraising Chair in a variety of tasks. You are the lead in the supplementary fundraisers such as CPR classes, kids yoga nights and other additional fundraising ideas.

**JOB DUTIES:**

Job duties may include, but are not limited to:

* Soliciting donations for IWC and Blue Ticket Raffle fundraising methods
* Assisting with the Instant Wine Cellar raffle, by promoting prizes via social media via print and email
* Helping with the end of the year raffle.
* Working at Kids Night Out if there is a shortage of parent volunteers
* Assisting the Fundraising Chair on large projects
* Lead coordinator for all supplementary fundraises such as CPR, Kids yoga and or additional ideas per the year’s needs.

**JOB REQUIREMENTS:**

* Attend all Parent Meetings.
* Participate in one Housekeeping Saturday per year.
* Participate in End of Year Clean up.
* Good with Excel
* Well organized

**General Information**

* The Fundraising Chair will be in contact with you as the need arises for additional help in school fundraising. Flexibility and willingness to jump in as needed is a huge plus! If another job becomes open mid-year, you may be asked to fill in that spot.