

Director of Fundraising

Appointment by President after approved by Executive Board

Qualifications:	PTA Member
Term:	Board Members Commit to one year of service. There are no term limitations.
Weekly Commitment:	5 Hours per week on average between September – December, 1 hour per week thereafter
Specific Time Commitments:	Required participation at monthly Board Meeting. Provides board update on all Fundraising related activities, and participates in the review and approval of spending and board related decisions. Attend Quarterly , evening General Membership meetings: September, January, March and June. Attend “Money Matters” 3-Hr Fall Training
Busiest Times of Year:	November, early December, and May
Responsibilities:	The Director of Fundraising assists with recruitment of and provides support to committee chairs for key fund-raising events. This director monitors results of fund-raisers and aligns fundraising objectives and strategies with Clark PTAs budgetary needs. Researches and implements other fundraising opportunities as needed. Provides status updates and input to Treasurer so that they may compile accurate monthly budget forecasting.
<p>This Director is responsible for providing leadership support to, and overseeing the following Committee Chair positions:</p> <ul style="list-style-type: none"> • KIDS Kreations Art • After School Movies • Popcorn • Activity Nights • Box Tops • Spirit Wear • Grant Research & Writing • School Supply Kits • Gingerbread House Night Auction • 4th Grade Fundraising • Clothes for a Cause • Passive or Ongoing Fundraising 	