



Role & Responsibility

Position: Fundraising Coordinator

Description

This role is part of the Lorette Minor Hockey Association (LMHA) Board of Directors. This role takes responsibility for all aspects of Lorette Minor Hockey Association (LMHA) fundraising activities. The director must represent the community and its association goals in a professional and respectful manner.

Qualifications

- Previous experience acting on a Board
- Leadership experience
- Respect in Sport for Activity Leaders certification
- Strong interpersonal and organizational skills

Responsibilities

- Develop creative fundraising programs to offset costs of hockey registration
- Monitor progress of fundraising drives
- Compile or develop materials to submit to granting or other funding organizations
- Develop and maintain sponsorship contact lists
- Develop strategies to encourage new or increased contributions
- Recruit sponsors, participants, or volunteers for fundraising events
- Direct or supervise team managers in fundraising activities
- Secure commitments of participation or donation from individuals or corporate donors
- Contact corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs
- Design or produce materials such as posters, and website posts to promote, market, or advertise fundraising events
- Plan and direct special events for fundraising, such as silent auctions
- Solicit cash or in-kind donations or sponsorships from individual, business, or government donors
- Write press releases, or other promotional materials to increase awareness of the goals of LHMA seeking funds
- Coordinate transportation or delivery of materials, supplies, or donations for fundraising events
- Write and send letters of thanks to donors
- Write reports or prepare presentations to communicate fundraising program data

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Revised by	Jeffrey Morton