

Fundraising Director

The Fundraising Director will coordinate fundraising activities within the Club to support the mission and vision of the Club and the BTC.

Essential Elements:

- Chair meetings of the Fundraising Team, helping the team to generate creative fundraising ideas, to organize, and execute fundraising events. (i.e., Raffles/Silent Auctions, Orangeville Theatre, Film Screening Event, Christmas Tree Sales, Winter Market, etc.).
- Attend meetings of the Club's Board of Directors and provide a written report prior to each meeting. These reports may include a draft plan for fundraising projects for the year ahead, requests for Board input and approval for fundraising project(s), and results of fundraising projects, as appropriate.
- Apply for licences for raffles or liquor sales related to fundraising activities.
- Understand the charitable income tax receipt rules and provide necessary information to the Club Treasurer so BTC protocols can be met, allowing the BTC to issue income tax charitable receipts to event participants, in accordance with CRA rules.
- Work with the Club Treasurer on budgets for events and final financial reports of events.
- Work with the Fundraising Team and other Board members as needed to publicize events and recruit volunteers to help.
- In conjunction with the Fundraising Team, provide a write-up and photos of fundraising events for the Club newsletter/website, social media, and BTC Magazine/website.
- Be a CHBTC member, sign the BTC Confidentiality Agreement, and be familiar with the CHBTC Board of Directors' Manual, BTC Volunteer Orientation and Training Manuals, and BTC Strategic Priorities.

It is helpful to have:

- some experience in event planning
- knowledge and understanding of the CHBTC membership
- connections in the community
- people and communication skills

- background or related experience in fundraising/awareness building

The Fundraising Team includes the Fundraising Director and other interested club members. The Director will lead the Team to generate creative ideas, organize, and execute fundraising projects. Based on the Fundraising Team discussion, the Director will present ideas to the CHBTC Board for the approval of possible fundraising projects, to raise awareness and funds for the Club.