



General Description

The 4-H Management Board Adult and Youth Resource Development Directors oversees mission-based resource and fund development for the El Dorado County 4-H Youth Development Program. This may include inviting community members to learn more about 4-H, coordinating fundraising events, building relationships with contributors, or identifying and submitting grant proposals.

Objectives

1. To lead a Resource Development Committee that supports the county 4-H Youth Development Program vision and plan.
2. To help others understand and value the mission of the 4-H YDP and the difference we make for young people and our community.
3. To identify and cultivate individuals, companies, and organizations who might support 4-H YDP's mission and programs.
4. To promote and develop community partnerships through which individuals may support 4-H YDP and our mission.
5. To develop sustainable funding for the 4-H YDP in El Dorado County.

Specific Skills

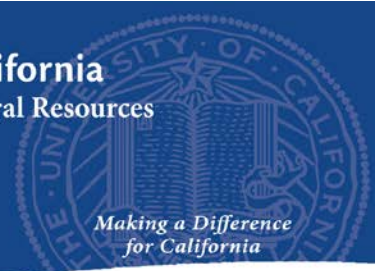
1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in administrative functions and tasks related to resource and fund development.
3. Comfortable networking with individual and organizations.
4. Strong leadership skills.
5. Ability and willingness to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
6. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
7. Ability to resolve conflict in a timely manner.
8. Ability to communicate effectively.
9. Good organizational skills.
10. Be a senior (14-19 years old) 4-H Youth Member.

Specific Responsibilities

In conjunction with the Adult Resource Development Director:

1. Provide leadership to, manage, and evaluate the fundraising efforts of the board on behalf of the El Dorado County 4-H Youth Development Program.
2. Develop and oversee the Resource Development budget subject to approval by the Management Board. Authority to re-budget between line items or change budget as needed given the budget remains within the amount allocated.
3. Coordinate and serve as the co-chairpersons of the Resource Development Committee.
As co-chairpersons, be responsible for:
 - a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
 - b. Recruitment, selection and orientation of committee members (youth and adult).
 - c. Providing leadership for training and support of 4-H units/groups in the fundraising area.





4. Identify and provide internal representation and support on behalf of the county 4-H YDP (e.g., sectional committees, state 4-H committees).
5. Serve as the primary liaison to the California 4-H Foundation to coordinate local fundraising efforts to achieve maximum revenue.
6. As appropriate, meet with individual donors, foundation or company representatives to prospect and/or solicit gifts in partnership with county staff and California 4-H Foundation.
7. Coordinate the development and maintenance of a donor recordkeeping system.
8. Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Board.
9. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings.
10. Work closely with the 4-H YDP and Office staff.
11. Attend scheduled orientation and training sessions for Directors.

Relationships

The Adult and Youth Resource Development Directors are jointly responsible to the 4-H Management Board and the 4-H YDP staff. The Adult and Youth Resource Development Directors cooperate with the other Directors, Key Leaders, and other adult volunteers, members, and participants in the 4-H YDP and are expected to network, collaborate and cooperate with community groups, foundations and private corporations and companies. The Adult and Youth Resource Development Directors are the primary fundraising liaison to the California 4-H Foundation for the El Dorado County 4-H Program and are expected to communicate with Foundation staff to coordinate fundraising efforts.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 8-15 hours per month throughout the year would be required to do this job well.

Term of Appointment

The 4-H Management Board Youth Resource Development Director shall serve a one-year term, with eligibility for reappointment to another one-year term. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H Management Board Incentives and Recognition Director.

4-H Adult Volunteer

Date

Parent/Guardian

Date

4-H Youth Development Program Staff

Date





This document was developed by the State 4-H Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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