

**UCCE PLACER COUNTY 4-H  
DIRECTOR OF FUNDRAISING  
MANAGEMENT BOARD ROLE DESCRIPTION**

**General Description**

The Placer County 4-H Management Board Fundraising Director is a middle manager volunteer provides leadership and coordinates the fundraising efforts of the Placer County 4-H Youth Development Program (YDP). The Fundraising Director coordinates the Fundraising Committee and any related ad-hoc committee(s).

**Key Responsibilities**

1. Raises funds to support the overall health of the Placer County 4-H YDP. Includes fundraising for events, activities, county-wide projects and programs and salary support for the Community Education Specialist.
2. To support the development of a culture of philanthropy within the Placer County 4-H YDP.

**Qualifications:**

- Current 4-H adult volunteer, in good standing, who has:
  - A passion for community engagement and philanthropy.
  - Completed required state and local courses for adult volunteers if applicable.

**Essential Knowledge, Skills and Abilities:**

- Skill and ability to interact verbally with youth and adults in a variety of situations.
- Skill and ability to use current technology communication tools (Email, Microsoft Word and Excel, Google Docs and Sheets, Slides, Adobe Acrobat, Text, Zoom.)
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies.
- Knowledge or skill in philanthropy, fund development and organizational tasks and relationships.

**Key Overarching Duties: (4-H Vision and Values)**

- Create an environment where the 4-H YDP is viewed as a reputable, charitable organization within Placer County.
- Create a culture of contribution with the 4-H YDP.
- Embrace the mission of 4-H and work within the guidelines of the University of California 4-H Youth Development Program delivered through the UCCE 4-H office in order to encourage 4-H objectives and enforce 4-H policy.

**Essential Functions of the Director Role:**

- Ensure the safety of members, volunteers and guests at meetings and events. This includes completing the full volunteer enrollment process including fingerprinting and background check and completion of required courses before hosting any meetings, activities or events.
- Listen and respond to the needs of the 4-H community.
- Plan and manage meetings and activities using the tools available for adult volunteers. This includes:

- Ensure that two adult volunteers are present at all meetings. Maintain 2:10 ratio of adult to youth, with a minimum of two adult volunteers at all times.
- Wise use of resources within the 4-H YDP as well as Placer County as a whole.
- Plan, direct and execute committee work.
- Commitment to complete all agreed upon duties and assignments.

**Relationships**

Directors are responsible to the Executive Team and the 4-H YDP staff. Directors cooperate with other Management Board Directors, members of the Program Development Board as well as other adult volunteers, members and participants in the 4-H YDP.

**Term of Appointment**

The Director shall serve a two-year term, with eligibility for reappointment for additional two-year term. An individual may serve a maximum of six years on the board, regardless of the position. 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 Director of Fundraising.*

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4-H Director of Fundraising

\_\_\_\_\_

Date

\_\_\_\_\_

4-H Youth Development Program Staff

\_\_\_\_\_

Date

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