



**POSITION DESCRIPTION**  
**Financial Planning Director**  
**UCCE 4-H Youth Development Program**

**General Description**

The Mendocino Lake 4-H Camp Financial Planning Director coordinates the fund development efforts of the Mendocino Lake 4-H Camp. The Financial Planning Director coordinates the Financial Planning Committee and any related ad-hoc committee(s).

**Objectives**

1. In collaboration with the Camp Steering Committee and 4-H staff, develop and oversee a coordinated fund development plan to support the Mendocino Lake 4-H Camp program.
  - a. To assist the Camp Steering Committee Treasurer in the development of the annual Mendocino Lake 4-H Camp budget.
2. Working with the Financial Planning Committee:
  - a. To oversee and coordinate all camp fundraising activities, approved by the Camp Steering Committee and reflected in their approved budget.
3. To stay informed of new developments in the resource development and fundraising field and make adjustments to the fundraising plan as necessary.

**Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H Youth Development Camping Program, the fund development process.
2. Interest in administrative and management functions and tasks relating to budget development, fundraising, and reporting.
3. Strong leadership and organizational skills.
4. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate individuals.
6. Become a 4-H Adult Volunteer prior to serving as a Director.

**Specific Responsibilities**

1. Follow and abide by the Mendocino Lake 4-H Camp Financial Planning Director Position Description.
2. In partnership with the California 4-H Foundation, coordinate the development of a diversified fund development plan to meet the financial goals of the Mendocino lake 4-H camp Program.
3. Coordinate the development and maintenance of a donor recordkeeping system.





4. As appropriate, meet with individual donors, foundation or company representatives to prospect and/or solicit gifts in partnership with 4-H Youth Development Program (YDP) staff and the California 4-H Foundation.
5. In collaboration with the Financial Planning Committee:
  - a. Develop and implement the fundraising plan approved by the Camp Steering Committee.
6. Serve as an active member of the Mendocino Lake Camp Steering Committee and attend regularly scheduled meetings (at least 6 per year).
7. Serve as the chairperson of the Financial Planning Committee. As chairperson, in collaboration with Camp Steering Committee, 4-H YDP Staff and County Director 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.
  - c. Special emphasis on Affirmative Action/Outreach.
8. Work closely with the 4-H YDP staff and the California 4-H Foundation staff.

### **Relationships**

The Financial Planning Director is responsible to the Camp Steering Committee and the 4-H YDP staff. The Financial Planning Director works closely with the Treasurer to determine costs of the program, secure budgets, and ensure funding needs are included in the fundraising plan. The Director, as a member of the 4-H team, cooperates with the other Directors, other adult volunteers, members and participants in the Mendocino Lake 4-H camp Program. The Financial Planning Director will network, collaborate and cooperate with community groups, foundations, and private corporations and companies. Director orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies

### **Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 10-16 hours per month throughout the year would be required to do this job well.

### **Reimbursement/Compensation**

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the Camp Steering Committee).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the Camp Steering Committee).
3. Annual appointment calendar.
4. Aid with conference fees and travel expenses to leader forums at the rate of one conference per two-year term. Such conferences may include:
  - a. State 4-H Leaders' Forum
  - b. Western Regional 4-H Leaders' Forum



Mendocino Lake 4-H Camp  
Financial Planning Director



**Type of Position**

Volunteer; no direct salary

**Term of Appointment**

Annual reappointment by the County Director and there is no limit of terms served.  
Candidates will go through an application and selection process.

I have reviewed this position description, and I am willing to volunteer and to serve in the capacity of the Financial Planning Director of the Mendocino Lake 4-H Camp.

\_\_\_\_\_  
4-H Volunteer Name (Print)

\_\_\_\_\_  
4-H Volunteer (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mendocino Lake County Director (Signature)

\_\_\_\_\_  
Date

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