



**VENTURA COUNTY 4-H MANAGEMENT BOARD
FUNDRAISING DIRECTOR
JOB DESCRIPTION**

General Description

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

Objectives

1. To build and lead a Fundraising Committee that raises funds to support the program vision and plan.
2. To develop a coordinated fund development plan to support the comprehensive program budget established.
3. To oversee and coordinate all fundraising activities planned by Key Leaders, approved by the Management Board and reflected in their approved budget.
4. To grow and maintain a portfolio of individuals, companies and foundations committed to financially support the county 4-H YDP.
5. To support the development of a culture of philanthropy within the county 4-H YDP.
6. To stay informed of new developments in the fundraising field and make adjustments to the fundraising plan as necessary.

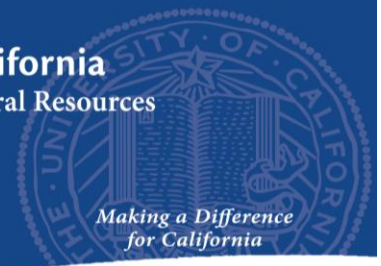
Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, the fund development process and building a culture of philanthropy within the 4-H organization.
2. Interest in administrative and management functions and tasks relating to fundraising.
3. Strong leadership 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 youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Ability to think strategically.
9. Good organizational skills.
10. An understanding of the 4-H Management Board, Program Development Board, Director and Key Leader concepts in the county and the ability to communicate it to others.
11. Become a 4-H Adult Volunteer prior to serving as a Director.

Specific Responsibilities

1. Follow and abide by the 4-H Management Board Fundraising Director Job Description.
2. In partnership with the California 4-H Foundation, coordinate the development of a diversified fundraising plan to meet the financial goals of the organization.



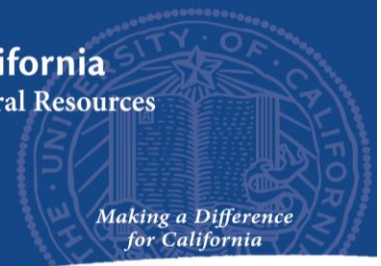


3. Serve as the primary liaison to the California 4-H Foundation to coordinate local fundraising efforts to achieve maximum revenue.
4. Provide leadership to, manage and evaluate the fundraising efforts of the Board on behalf of the county 4-H YDP.
5. Coordinate the development and maintenance of a donor recordkeeping system.
6. As appropriate, meet with individual donors, foundation or company representatives to prospect and/or solicit gifts in partnership with county 4-H YDP staff and the California 4-H Foundation.
7. Develop and manage the fundraising 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.
8. Provide training and support to 4-H units (e.g., clubs) related to fundraising.
9. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).
 - a. Help to carry out the responsibilities of the board.
 - b. Serve as an important link between the 4-H Management Board and the Fundraising Management Committee and any related ad-hoc committee(s). Keep the board informed by giving reports as to their plans, what they are doing and how they are functioning.
10. Serve as the chairperson of the Fundraising Management Committee. As chairperson, 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. Development, implementation, monitoring and evaluation of a fundraising plan.
 - d. Providing leadership for the training and support of 4-H units/groups in the fundraising area.
 - e. Special emphasis on Affirmative Action/Outreach.
11. 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.
12. Work closely with the 4-H YDP and Office staff and the California 4-H Foundation staff.
13. Attend scheduled orientation and training sessions for Directors.

Relationships

The Fundraising Director is responsible to the 4-H Management Board and the 4-H YDP staff. The Fundraising Director works closely with the Budget & Finance Director to determine costs of the program, secure budgets and ensure funding needs are included in the fundraising plan. The Director cooperates with the other Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. The Director is the primary fundraising liaison to the California 4-H Foundation and communicates regularly with Foundation staff to plan and coordinate fundraising efforts. The Fundraising Director is expected to 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 12-16 hours per month throughout the year would be required to do this job well.

Reimbursement/Compensation

1. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Board).
2. Participation in one professional/volunteer development opportunity pertaining to Director work will be paid (subject to funding and approval by the 4-H Management Board).

Term of Appointment

The Director shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the same 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 Fundraising Director.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

This document was developed by the State 4-H Office and reviewed by Annette Leeland, Executive Director of the California 4-H Foundation. 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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