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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Charity Ball – Fundraising Chair** |
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| **Term of Office:** | September 1 – January 31 |
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| **Supervisor:** | Charity Ball Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 hours per week (September – December); 15 hours per week (January) |

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| **General Scope of Duties** |
| The Fundraising Chair’s role is to work with the Charity Ball Coordinator to determine the strategy for soliciting donations in a monetary and product value, while managing volunteer members of the fundraising committee.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Advertising & Promotions Function  | 40% | * Distribute posters, flyers, and other promotional items around the Hamilton community in accordance with all MSU, City of Hamilton and University policies
* Develop sponsorship package with Charity Ball Coordinator and Director of Campus Events
* Develop local and corporate business database
* Seek sponsorship throughout Hamilton business community
* Seek corporate sponsorship in accordance with Charity Ball corporate sponsorship package
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| Meeting Function  | 50% | * Attend regular meetings with the Charity Ball Coordinator and Charity Ball Executive
* Attend regular meetings with the general Charity Ball committee
* Execute regular meetings with the fundraising committee
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| Other  | 10% | * Assist the Charity Ball Coordinator with all aspects of charity ball as required
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| **Knowledge, Skills and Abilities** |
| * Organizational and time management skills
* An ability to work under tight timelines
* Strong communication skills
* Must be able to work independently and as part of a team
* A working knowledge of Hamilton community is an asset
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| **Effort & Responsibility** |
| * Attention to detail and excellent follow up skills
* Assistance in other areas of Charity Ball, not just the fundraising realm
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| **Working Conditions** |
| * Time demands may exceed hours stated, especially as the event draws nearer
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| **Training and Experience** |
| * Fundraising experience is an asset
* Leadership and teamwork experience
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| **Equipment** |
| * Personal computer
* Shared office phone
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