

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	Vice President, Fund Raising	PDE No.:	14
		Version No.:	3
		Date Adopted:	8/13/12
		Resolution:	2012-33

General Responsibilities:

The Vice President, Fund Raising is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for managing and conducting activities related to the solicitation and acquisition of monetary and non-monetary contributions, gifts and grants to the Guild.

Authorization:

The Vice President, Fund Raising is an elected Officer of the Greenville Woodworkers Guild, Inc. He/she is a member of the Board of Directors and operationally reports to the President. He/she is bound by the Bylaws and the policies and budgets adopted by the Board of Directors and shall act consistently with such policies and budgets. The Vice President, Fund Raising may appoint such assistants as may be necessary to assist with the duties of the Vice President, Fund Raising. Any such assistants serve at the pleasure of the Vice President, Fund Raising.

Specific Duties and Responsibilities:

- Develop and maintain a list of organizations that award charitable grants and oversee application for those grants that are related to Guild activities.
- Subject to Board approval, conduct community fund raising programs.
- Consult with the Treasurer as required and determine the nature of each contribution as per Guild Policy No. 3.
- Originate letters of acknowledgement and appreciation to donors for contributions received by the Guild as per Guild Policy No.3 and Guild Policy No.4.
- Originate annual "tax letters" to donors for contributions received in the prior year as per Guild Policy No. 3.
- Perform all duties incidental to the office of Vice President, Fund Raising and such other duties assigned to such office by the President or the Board of Directors.