

DIRECTOR OF FUNDRAISING

5A. SHALL BE RESPONSIBLE FOR OVERSEEING AND COORDINATING ALL MCCA FUNDRAISING ACTIVITIES AND INITIATIVES.

5B. SHALL WORK WITH THE BOARD TO DEVELOP AND IMPLEMENT FUNDRAISING GOALS AND STRATEGIES FOR EACH SEASON.

5C. SHALL BE RESPONSIBLE FOR RESEARCHING, PRESENTING, AND RECOMMENDING FUNDRAISING OPPORTUNITIES THAT BENEFIT MCCA AND ITS ATHLETES.

5D. SHALL COORDINATE THE PLANNING, ORGANIZATION, AND EXECUTION OF MCCA FUNDRAISERS.

5E. THE DIRECTOR OF FUNDRAISING SHALL COMMUNICATE FUNDRAISING INFORMATION, REQUIREMENTS, DEADLINES, AND EXPECTATIONS TO MCCA FAMILIES IN A TIMELY MANNER.

5F. SHALL BE RESPONSIBLE FOR CREATING AND MAINTAINING SIGN-UP SHEETS, PARTICIPATION LISTS, AND OTHER NECESSARY RECORDS FOR EACH FUNDRAISER.

5G. SHALL WORK WITH MCCA FAMILIES TO ENCOURAGE PARTICIPATION AND HELP ENSURE THAT FUNDRAISING COMMITMENTS ARE COMPLETED.

5H. SHALL KEEP ACCURATE RECORDS OF FUNDRAISING ACTIVITIES, INCLUDING PARTICIPATION, SALES, MONEY COLLECTED, AND EXPENSES WHEN APPLICABLE.

5I. SHALL WORK WITH THE PRESIDENT AND VP, TO ENSURE THAT ALL FUNDS COLLECTED THROUGH FUNDRAISING ACTIVITIES ARE PROPERLY ACCOUNTED FOR AND TURNED IN IN A TIMELY MANNER.

5J. THE DIRECTOR OF FUNDRAISING SHALL PROVIDE THE BOARD WITH UPDATES REGARDING THE PROGRESS AND RESULTS OF MCCA FUNDRAISING ACTIVITIES.

5K. SHALL ENSURE THAT ALL FUNDRAISING ACTIVITIES ARE CONDUCTED IN A PROFESSIONAL, ETHICAL, AND FAMILY-FRIENDLY MANNER AND IN ACCORDANCE WITH MCCA BYLAWS AND POLICIES.

5L. SHALL TAKE OWNERSHIP OF AT LEAST ONE MAJOR FUNDRAISER PER SEASON, INCLUDING PLANNING, ORGANIZING, PROMOTING, AND FOLLOWING THROUGH WITH THE FUNDRAISER FROM START TO FINISH.

5M. SHALL ASSIST OTHER BOARD MEMBERS WITH FUNDRAISING ACTIVITIES AND MAY DELEGATE RESPONSIBILITIES TO MCCA VOLUNTEERS OR FAMILIES WHEN APPROPRIATE.

5N. SHALL MAINTAIN PROFESSIONAL COMMUNICATION WITH ALL FUNDRAISING PARTNERS, SPONSORS, BUSINESSES, AND COMMUNITY ORGANIZATIONS REPRESENTING MCCA.

5O. THE DIRECTOR OF FUNDRAISING SHALL COMPLETE ADDITIONAL FUNDRAISING RESPONSIBILITIES AS ASSIGNED BY THE MCCA BOARD.

5P. SHALL ATTEND A MINIMUM OF 3 MCCA EVENTS A YEAR AND BE PRESENT AT BOARD MEETINGS.

5Q. Fundraising Director: Can approve independently versus what requires Board approval. For example, anything involving spending MCCA money, setting mandatory family participation/requirements or making a financial commitment should need Board approval.