



# Recurring Revenue Coordinator

**Purpose:** The Recurring Revenue Coordinator will be responsible for the oversight of all online/offline recurring purchase programs. S/he will work with the Communications Coordinator to keep the school membership up to date on programs, needs, renewals, and any other relevant information.

**Prerequisite/Requirement:**

**Job Responsibilities**

- Advertise and communicate all offline and online purchase programs to the population. Keep Fundraising board up to date with pertinent information, and provide Fundraising Manager with information to include in newsletters and Board reports.
- Maintain relationships and keep records of percent of purchase programs. Report income to Treasurer.
- Oversee management of, recruit volunteers for and oversee renewal processes as necessary for each of the following programs:
  - Online: Amazon, Escrip (falls under both online and offline), Shoparoo
  - Offline: Boxtops, Escrip, Office Depot.
- Recommend and oversee any new corporate/ affiliate programs to the Fundraising Manager
- Coordinate with Fundraising Manager and Webmaster.

**Financial Responsibility:** Direct checks from events to PTO Treasurer

**Hours recording procedure:** Hours are calculated on per month basis for 10 months (Sept. to June) and are automatically posted by the hours recorder each month.

**Hours earned:** 30.

**Reports to:** Fundraising Manager

**Selection Process:** Appointed: This position will be filled by the PTO Executive Board appointment. Please sign-up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the close of the election.

**Term:** July 1 to June 30

**Candidates**

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**Revised:** 4/18