

Corporate Donation Coordinator



Purpose: The Corporate Donation Coordinator will be responsible for the oversight of all in-kind and monetary direct donations from small businesses and corporate donors. Will establish and help maintain relationships that will benefit the school.

Prerequisite/Requirement: Coordinate with all members of the Development Committee

Job Responsibilities:

- Responsible for sending out and tracking all annual direct donation/sponsor requests (small business, corporate, and in school).
- Report and maintain database for all direct donations, inventory of items, and coordination of monetary donations from sponsors or donors.
- Coordinate silent auction and raffle portion of fundraising events. Including but not limited to staffing silent auction portion of event, coordinate the production of a silent auction/raffle brochure, set up of silent auction/raffle, clean up, withholding silent auction/raffle guidelines, and contacting all winners. Will work directly with event coordinators to do so.
- Staff volunteers to gather donations/sponsors, send out donation/sponsorship requests, and send out thank you notes for donations/sponsorships (with support from Communications Coordinator).
- Provide Fundraising Manager with information to include in newsletters and Board reports.

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: Appointment - this position will be filled by the PTO Executive Board. 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
