



Bruce Trail CONSERVANCY

Bruce Trail Club Volunteer Position Description

Fundraising Director

The Fundraising Director will undertake fundraising activities within the Club and will raise funds for both the Club and the Bruce Trail Conservancy.

Essential Elements:

- Read the Volunteer Orientation Booklet including the Volunteer Pledge and sign the BTC Confidentiality Agreement
- Read the Fundraising Toolkit, available on the BTC website
- Support the strategic activities of the Club by raising funds
- Plan, co-ordinate and run fundraising events (may include things like: trivia nights, Christmas tree sales, galas, garage sales, silent auctions etc.)
- Form a club fundraising committee or ad hoc group to support your role
- Work with other Club Board members as needed to publicize events and recruit volunteers to help
- Report to the Club Board on fundraising success of activities and respond to Board's future fundraising needs
- Apply for licenses for any raffles or liquor sales related to fundraising activities
- Understand the tax receipting rules (see Fundraising Toolkit) and provide necessary information to the Bruce Trail Conservancy (BTC) Head Office for BTC income tax receipts that may be required for silent or live auction item donors
- Work with the Club Treasurer on financial reports for events and final reports for events
- Be able to provide a write up and photos of fundraising events for Club newsletter or the BTC Magazine if needed
- Connect with the BTC Director of Fundraising

It is helpful to have:

- Some experience in event planning
- Connections in the community
- People and communication skills
- Background or related experience in fundraising