



***Special Olympics***  
***Virginia***

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# **JOB DESCRIPTION**

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**POSTION**                      **FUNDRAISING COORDINATOR**

**DESCRIPTION**            The Fundraising Chair is responsible for raising sufficient funds to operate the Area program and ensuring that all fundraising activities adhere to the State Corporation Commission laws and Special Olympics Virginia's (SOVA) rules and regulations.

## **RESPONSIBILITIES**

1.            Form a committee of 4 – 10 people to help with fundraising projects.
2.            Develop a fundraising plan that will raise sufficient funds to meet the Area's annual budget.
3.            Submit SOVA Fundraising Application forms as appropriate.
4.            Implement fundraising projects and evaluate their results.
5.            Send thank you letters to all donors.
6.            Participate in SOVA sponsored fundraising projects.
7.            Ensure that all contributions are deposited in the Area bank account.
8.            Attend Area Council meetings and report on fundraising activities.

**MEASURES OF SUCCESS IN FULLFILLING THE  
VOLUNTEER COORDINATOR POSITION**

1.            The Area has sufficient funds to operate its programs.
2.            SOVA Fundraising Application forms are submitted for all activities.
3.            All funds are deposited in the Area bank account.
4.            All fundraising activities adhere to State Corporation Commission laws and SOVA policies and guidelines.
5.            The Area participates in SOVA sponsored fundraising activities.