



# Washington County Master Gardener™ Association

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## Fundraising Director

**Purpose:** Provide leadership in developing both short and long-term fundraising initiatives to help provide resources to support the mission of the Washington County Master Gardener Association.

**Directly Responsible to:** WCMGA Executive Board

**Benefits of the Position:** Strengthening the organization by helping to provide for its future; personal benefits include enhancing skills, knowledge and abilities in consensus building, long range organizational planning and determining capital expenditure needs.

### Major Duties/Expectations:

- Attend Chapter General and Board meetings.
- Provide routine updates to the Board and Chapter on status of fund-raising initiatives.
- Assist in conducting day-to-day Chapter business.
- Participate as a voting member of the Executive Board.
- Have working knowledge of Chapter's Bylaws, Standing Rules, and Policies.
- Participate as a Member of the Gardenfest Steering Committee, though not necessarily chairing the committee.
- Coordinate Fundraising Committee.
- Coordinate with Treasurer, Gardenfest Plant Sale Lead(s), Grant Writer(s), to prepare annual Chapter budget.
- Be aware of various grants and collaborate with WCMGA Grant Writer(s)/Administrators.
- Be conversant in the various external income funding initiatives that support the Chapter.
- Where needed, craft messaging to solicit income/donations.
- Routinely check messaging on WCMGA website as it relates to Fundraising and contact web team to update, as needed.

**Budget:** To be prepared/presented during the regular budget preparation cycle. Monitor Fundraising Budget, where needed approve expenses. Where needed, provide updates to the Board and Members.

**Skills Needed:** Good written and verbal communication skills, good organizational skills. Working knowledge of Fundraising, particularly for non-profits. Good Excel, Word, and PowerPoint skills.

**Term:** 2 years

**Time Involved:** 5 hours a month for preparation and attending Board and Chapter meetings; 6-9 hours a month for committee/workgroup meetings; and 20 hours per month for additional hours as necessary for research, evaluation, development and implementation of plans, updating reports, preparing materials to make recommendations, prepare communications and presentations.

**Training:** On the job; completion of Oregon MG training

**Authorizations/Privileges:** Authorized to contact outside agencies/organizations to obtain information and determine their interest in MG activities. Coordinate with Treasurer, as needed to draft thank you and recognition letters for donations.

**Advisors:** Treasurer, Gardenfest Steering Committee Lead, WCMGA Grant Writer(s)/Administrator(s),