



## Sherwood Charter School Board – Fundraising

### About the Role

As the school board fundraising coordinator, you will be responsible for partnering with the Administrator and office staff to help lead fundraising events throughout the school year.

### About You

- Has prior experience or interest in a leadership role.
- Has prior experience or interest in fundraising for a non-profit.
- Able to dedicate 1-3 hours a month to attend and prepare for board meetings. Monthly meetings will vary depending on agenda items.
- Able to dedicate 1-3 hours a month for fundraising event planning efforts

### What You'll Do

- Monthly responsibilities:
  - Communicate with other board members, Administrator and office staff
  - Participate in monthly board meetings
  - Recruit and lead Fundraising Committee
  - Lead efforts as they relate to annual events (securing community partners, donations for auctions, etc)
- Annual responsibilities:
  - Board Training (2h)
  - Executive Review (2-3h)
  - Partner with school on fundraising events:
    - Cougar Run – September
    - Harvest Festival – November
    - Heart to Heart Auction – April
      - Manage Auctria membership and event, lead marketing efforts, plan pick-up event
- As-Needed responsibilities:
  - Attend executive (non-public) meetings
  - Pick up donations for fundraising events

Interested in applying or have more questions about the role? Please email [scsboard@sherwoodcharterschool.org](mailto:scsboard@sherwoodcharterschool.org)