



Bike Buckeye Lake  
PO Box 523  
Buckeye Lake, Ohio 43008  
info@BikeBuckeyeLake.org

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## **FUNDRAISING COMMITTEE CHAIR**

### Open Volunteer Position

The Fundraising Committee Chair is responsible for leading the Fundraising Committee (Committee) and its initiatives. The Committee's focus will be on raising money to support Bike Buckeye Lake's mission of trail development around Buckeye Lake.

Responsibilities include:

- Appoint, welcome, and orient new Committee members with consultation with the Board of Directors. New members may be appointed at any time
- Oversee the development and management of a fundraising plan with the Committee that incorporates a series of appropriate fundraising methods, such as special events, campaigns, partnerships, merchandise sales, etc.
- Attend regular meetings of the Board of Directors to report on the work of the Committee
- Propose budgets, actions and ideas of the Committee for Board approval
- Manage the Committee's budget
- Ensure donor acknowledgment and communication occurs
- Work with the Board Treasurer to ensure that processes are in place for donor recognition, IRS substantiation and categorized record keeping by source of income and donor
- Organize Committee meetings, set the agenda and facilitate discussion in meetings
- Distribute Committee action items and responsibilities among members
- Oversee all of the responsibilities of the Committee

Required skills:

- Ability to manage a team and multiple projects
- Excellent networking skills, connections in the community a plus
- Excellent communication
- Must be a team player, ability to be flexible
- Have creative ideas to generate funds
- Able to work with a diversity of people
- Very well organized and dependable

Qualifications:

- Experience leading a team and managing projects
- Comfortable meeting with or calling potential donors to ask for donations
- Knowledgeable of Microsoft Office products, such as Word and Excel
- Knowledgeable of Google products, such as Gmail
- Able to dedicate time to Committee meetings and contribute to efforts
- Enthusiasm for the mission and vision of Bike Buckeye Lake

If you are interested in the Fundraising Committee Chair position, please contact Bike Buckeye Lake Board President, Jeff Ritter at [jeff.ritter@bikebuckeyelake.org](mailto:jeff.ritter@bikebuckeyelake.org).