

Vice President of Fundraising

Position Summary

Plans and executes RECPTA's annual auction and any small fundraising events. Raises financial support for Rosemont Elementary and RECPTA operations. Encourages maintenance of an overall positive climate between RECPTA and the broader Oak Cliff community.

Essential Functions

- Establish and work with a fundraising and/or auction committee
- Research and determine fundraisers for the PTA
- Write and submit a Plan of Work to the treasurer
- Plan fundraising events and arrange for publicity to occur
- Solicit corporate partnerships
- Work with treasurer to determine sales tax due to the state, when applicable
- Attend board and general meetings
- Lead implementation of a successful annual auction
 - Determine theme and secure location for annual auction
 - Solicit underwriting and in-kind support for annual auction
 - Coordinate auction donations from playgroups, RECPTA alumni, and businesses
 - Oversee arrangements for auction food and entertainment
 - Oversee preparation of auction invitations and promotion
 - Maintains accurate records of auction financial receipts and liabilities
 - Works with executive board to determine auction proceeds to be sent to Rosemont PTA

Requirements

Excellent interpersonal and organizational skills. Knowledgeable about RECPTA and its programs. Ability to lead a committee. Attention to detail. Prior experience in development or fundraising a plus. Willingness to approach area businesses and institutions in support of RECPTA's fundraising activities. Attendance at board meetings and general meetings.

Approximate time commitment: 20 hours per month, variable over the course of the year, with particular time requirements in the winter/spring.