

**BADGER HONOR FLIGHT  
DIRECTOR OF FUNDRAISING  
JOB DESCRIPTION**

Fundraising Director is responsible for all fundraising events excluding Corporate Fundraising. The Fundraising Director is accountable to the Chairman of the Board as well as the entire Board.

The Fundraising Director will:

1. Serve as first Point of Contact (POC) for questions / information regarding fundraising via social media, phone & email. Assist in planning events as needed.
2. Assist POC in preparing Notification of Fundraising Event (NFE) for event, process paperwork for board votes and upload documents to Sharefile. Assist in recruiting volunteers at monthly meetings.
3. Determine whether requested events meets BHF event criteria (i.e. exposure, funds raised, volunteer/Board time involved). Events not meeting BHF event criteria do not require Board action.
4. Assist POC in preparing After Action Report (AAR) for submittal to the Board. Invite POC and/or organizer to participate in check presentation at monthly volunteer meeting.
5. Recommend and coordinate supplies needed for events. Suggest new or re-orders to Logistics Director. Prepare Purchase Orders for large purchases for approval by Treasurer & Chairman.
6. Coordinate with Publicity / PR team to correctly advertise event on BHF social media. Suggest recurring PR if needed. Submit orders for printing posters as needed. Ensure BHF trademarked logo is appropriately used.
7. Issue copies of Raffle License where needed to post at events.
8. Prepare paperwork for City Alcohol License for Board approval.
9. Coordinate volunteer needs with Membership Director.
10. Coordinate insurance coverage for BHF sponsored events. Ensure minimum liability for BHF on events.
11. Maintain database of fundraising events and funds raised.
12. Encourage other BHF Board and Flight team members to attend events whenever possible to demonstrate support for the events.

13. Attend all Flight Send-Off and Welcome Home ceremonies and assist Flight Team during these events if not flying.
- 14, Attend all regular and special meetings of the Board of Directors.
15. Submit monthly reports prior to the monthly meeting.
15. Perform such tasks as possible when requested by the Chairman of the BHF Board.

**Skills Needed:**

Communications: Verbal and written

Computer Skills – Knowledge of Microsoft Office

People Skills – Ability to work well with volunteers.