



The Vice President of Development

The VP of Development oversees the organization and execution of all fundraising activities and is the Leader of the Fundraising Team. In conjunction with the VP of the Community, recruits, establishes, and manages a Fundraising Team that sets and meets fundraising goals.

Specific Duties of the Vice President of Development

- Leads the Development Team which consists of the Business Community Liaison, Grant Writer, and Donor Relations Coordinator.
- Oversees the work of raising money from private, corporate, and government sources
- Leads the Fundraising Team which plans and executes fundraising events.
- With the help of the Fundraising Team, create fundraising goals as well as the means for attaining them.
- Submit all fundraising plans and investment requirements to the VP of Accounting for inclusion in the annual budget approval at least one month before any funds are required.
- Submit a list of proposed fundraisers to the President for inclusion in the Proposed Fundraisers report to be given to the school administration.
- In conjunction with the Treasurer and the Donor Relations Coordinator, maintain communications with regular donors and ensure all documentation (Letters of Appreciation and Annual Tax Statements) for donations are sent to donors in a timely manner.
- Coordinates correspondence with and recognition of corporate sponsors in conjunction with the Business Community Liaison.
- In conjunction with the VP of the Community, recruits, educates, and supports volunteers for Fundraising Events.
- Ensures details of fundraising requirement and each fundraising activity are provided to the Communications Chair to ensure appropriate communication.
- After events, provide summary of fundraising results along with receipts and funds for deposit to the Treasurer.
- Ensure Fundraising Vendor relationships are well managed.
- Ensure all fundraising activities comply with the PUSD Guidelines and, when necessary, are approved by the Ironwood HS Administration.
- Prepare fundraising updates for review in executive and general meetings