

## **Fundraising Director**

### [Role Requirements]

- Manage volunteer committee
- Delegate tasks accordingly to volunteer committee & Board colleagues
- Meticulous attention to detail (highly organized)
- Strong time management skills / ability to meet strict deadlines
- Strong writing skills for grants and donor requests
- Event planning skills an asset
- Self-driven
- Work with local businesses and organizations to host fundraising events
- Ability to work within a limited budget
- Liaise between business owners and the WORCA organization
- Manage the bike swap, WORCA's largest fundraising event
- Drive fund raising for society

### [Regular Tasks]

- Biweekly: check Trello for upcoming grant applications
  - Verify with fundraising committee who will apply for which grant:
  - CIBC (February)
  - CEP (February)
  - Whistler Blackcomb Foundation (April or September)
  - MEC Access & Activity (March OR September)
  - BC Gaming (June)
  - Canada 150 (June)
  - CEP Report Back (November)
  - American Friends of Whistler (November)
  - NTC (November)
  - Community Foundation of Whistler (November/December)
  - Blue Shore Financial (December)
- February / March secure donations for raffle and Creekbread Fundraiser
- March: apply for raffle license(s)
- April: Execute Creekbread Fundraiser
  - Launch Raffle Ticket Sales
- June: Outerbike presence
  - Raffle Draw