



**Humboldt County 4-H Youth Development Program
4-H MANAGEMENT TEAM
FUNDRAISING DIRECTOR
POSITION DESCRIPTION**

General Description

The 4-H Fundraising Director provides leadership to, and coordinates the fundraising efforts of the Humboldt County 4-H Youth Development Program (YDP). The Fundraising Director leads the Fundraising Committee and their work to conduct mission-based fundraising efforts.

Objectives

1. To build and lead a Fundraising Committee to support the program vision and plan.
2. In partnership with 4-H County staff and the California 4-H Foundation, to develop a coordinated fund development plan to support the comprehensive program budget.
3. To oversee all fundraising activities planned by Program Leaders, approved by the Management Team and reflected in their approved budget.
4. To grow and maintain a portfolio of individuals, companies and foundations committed to financially supporting the 4-H YDP in Humboldt County.
5. To support development of a philanthropic culture with Humboldt County 4-H YDP.
6. To stay informed of new developments in the resource development/fundraising field and make adjustments to the fundraising plan as necessary.

Specific Skills

- Either an understanding of, or a willingness to learn about, the 4-H Youth Development Program, especially in the resource development area.
- Willingness to identify, meet with, solicit and steward donors and program sponsors.
- Either an understanding of, or a willingness to learn about, the fund development process and building a culture of philanthropy within the 4-H organization.
- Interest in administration and management of fundraising.
- Strong leadership skills- especially in forming and managing volunteer committees.
- Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
- Enthusiasm, patience, understanding and the ability to motivate youth and adults.
- Ability to resolve conflict, communicate effectively, and think strategically.
- Good organizational skills.
- Become a 4-H Adult Volunteer prior to serving as a Director.

Specific Responsibilities

1. Abide by the 4-H Management Team Fundraising Chair Position Description.
2. In partnership with the California 4-H Foundation, coordinate the development of a diversified fundraising plan to meet the financial goals of Humboldt County 4-H.



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3. Serve as the primary liaison to the California 4-H Foundation to coordinate local fundraising efforts to achieve maximum revenue.
4. Provide leadership to, manage, and evaluate the fundraising efforts of the team on behalf of the Humboldt County 4-H Youth Development Program.
5. Coordinate the development and maintenance of a donor recordkeeping system
6. As appropriate, meet with individual donors, foundation or company representatives to prospect and/or solicit gifts in partnership with county staff and California 4-H Foundation.
7. Develop and manage the fundraising budget subject to approval by the Management Team. Authority to re-budget between line items.
8. Serve as an active member of the 4-H Management Team and attend regularly scheduled meetings (approximately 4 per year).
 - a. Serve as an important link between the 4-H Management Team and the Fundraising Committee and any related ad-hoc committees. Keep the team informed by giving reports as to their plans, what they are doing and how they are functioning.
 - b. Help to carry out the responsibilities of the team.
9. Serve as the Director of the Fundraising Committee. This includes:
 - a. Operation of the committee: setting meeting dates, reserving the meeting room, creating meeting agendas for smooth committee operation.
 - b. Recruitment, selection and orientation of committee members.
 - c. Develop, implement, monitor and evaluate a fundraising plan.
 - d. Supporting and encouraging committee members in their assigned tasks and in working towards successful project completion.
 - e. Provide leadership for the training and support of 4-H units/groups in the fundraising area.
10. Coordinate any related ad-hoc committee and work closely with the chairpersons to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Team.
11. Work closely with county 4-H staff and the California 4-H Foundation staff.
12. Attend scheduled orientation and training sessions for Directors.

Relationships

The Fundraising Director is responsible to the 4-H Management Team and the 4-H YDP staff. The Fundraising Director works closely with the Treasurer to determine costs of the program, secure budgets and ensure funding needs are included in the fundraising plan. Also, the Director will cooperate with the other Directors and Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. The Director is the primary fundraising liaison to the California 4-H Foundation and is expected to communicate regularly with Foundation staff to plan and coordinate fundraising efforts. The Fundraising Director is expected to network, collaborate and cooperate with community groups, foundations, and private corporations and



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companies. Director orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies

Time Involved

The time needed for the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

Benefits and Reimbursement

1. Reimbursement of long distance calls and postage pertaining to Budget Director work (up to the maximum set by the 4-H Management Team).
2. Annual appointment calendar.
3. Financial Aid with registration fees and travel expenses to conference, leader forums, or other relevant training at the rate of one conference per two-year term.
4. Gratitude of parents, youth, and the community.
5. Opportunity to build leadership, decision-making, and planning skills.
6. Meaningful opportunity to serve others and your community.
7. Expenses related to Budget Director work may be tax deductible.

Term of Appointment

The Director shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a one-year period after the second term before reappointment can be made to the same job. Applicants will go through an application and selection process.

I have reviewed this position description, and I am willing to volunteer and to serve in the capacity of the Fundraising Director.

4-H Adult Volunteer (Print)

(Signature)

Date

4-H YDP Staff (Print)

(Signature)

Date

County Director, Humboldt (Print)

(Signature)

Date

Humboldt County 4-H Management Fundraising Director is based on the 4-H Management Resource Development Director. This document was developed by the State 4-H Office and reviewed by Annette Leeland, Executive Director of the California 4-H Foundation. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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