



# Corporate Donation Coordinator

**Purpose:** The Corporate Donation Coordinator will be responsible for the oversight of all in-kind and monetary direct donations from small businesses and corporate donors. Will establish and help maintain relationships that will benefit the school.

**Prerequisite/Requirement:** Coordinate with the Fundraising Coordinators.

## Job Responsibilities:

- Responsible for sending out and tracking all annual direct donation/sponsor requests (small business, corporate, and in school).
- Report and maintain database for all direct donations, inventory of items, and coordination of monetary donations from sponsors or donors.
- Coordinate silent auction and raffle portion of fundraising events. Including but not limited to staffing silent auction portion of event, coordinate the production of a silent auction/raffle brochure, set up of silent auction/raffle, clean up, withholding silent auction/raffle guidelines, and contacting all winners. Will work directly with event coordinators to do so.
- Staff volunteers to gather donations/sponsors, send out donation/sponsorship requests, and send out thank you notes for donations/sponsorships (with support from Communications Coordinator).
- Provide Fundraising Manager with information to include in newsletters and Board reports.

**Financial Responsibility:** Direct checks from events to PTO Treasurer

**Hours recording procedure:** Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

**Hours earned:** 30

**Reports to:** Fundraising Manager

**Selection Process:** Appointment - this position will be filled by the PTO Executive Board. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the close of the election.

**Term:** July 1 to June 30

## Candidates

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