



Fundraising Manager

Purpose: The Fundraising Manager will develop the fundraising plan for the year. S/he will serve on the PTO Executive Board in his/her capacity managing Fundraising for OSS. This position is a leadership position charged with guiding all facets of Fundraising at Ocean Shore.

Prerequisite/Requirement:

Job Responsibilities

- Create a proposed Fundraising Plan for the year for approval by the PTO Executive Board prior to the start of the school year.
- Work within the guidelines and spirit of the Strategic Plan to oversee and direct the fundraising strategy and objectives for the year; determine the best events to calendar; and acquire board approval for new fundraisers.
- Serve as a voting Board member and attend all Executive Board meetings.
- Track effectiveness of fundraising efforts; work with Treasurer to support the budget, and keep the ROI document, up to date.
- Send out Fundraising News via email and social media as needed to appropriate parties; communicate fundraising progress and goals to the membership regularly, including the three General PTO Meetings.
- Recruit fundraising volunteers; solicit opinions and feedback from the membership.
- Participate in and lead fundraising efforts.
- Act as PR liaison for the school, as needed.
- Provide year-end recommendations to the incoming Fundraising Manager.
- Update PTO thermometer, or similar concept, that is visible to families to track overall donations and fundraising

Financial Responsibility: Direct checks and cash to PTO Treasurer or OSS safe.

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

Hours earned: Full Commitment (for up to 2 people)

Reports to: Treasurer

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 provide a written statement outlining your qualifications. You may submit your name to the PTO President or sign up at any time until the close of the election.

Term: July 1 to June 30

Revised 4/24