

# Fund Raising Coordinator

Contributed by Cheryl Chaney  
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Hi! My name is Cheryl. My husband and I have been married for 22 years and are blessed with 4 wonderful boys. I worked as a Dental Assistant for many years until I had my first child and decided to give that up and become a stay-at-home mom. I have always homeschooled my children and have never considered anything else. This is the most difficult and by far, the most rewarding experience I've ever had. I can't imagine doing anything else. I enjoy being with my family and camping together whenever possible. I am excited to be on the HEAR board again this year and look forward to meeting all of our new members.

## Fund Raising Coordinator Job Description:

- § Develop and implement a plan to increase funds to support and sustain HEAR group
- § Select programs that stay within the HEAR Statement of Purpose and Belief
- § Submit fund raising plan to the director for board approval
- § Contact the director with necessary information for the HEAR calendar or website and keep them informed of the fund raising plans
- § Send email announcements to the HEAR leaders
- § Plan fund raising programs to solicit funds or gifts-in-kind for HEAR
  
- § Write, telephone, or visit potential contributors and persuade them to contribute
- § Take pledges or funds from contributors
- § Record expenses incurred and contributions received
- § May organize volunteers and plan social functions to raise funds
- § May train volunteers to perform certain duties to assist fund raising
- § Submit a bio and photograph to the Website Administrator