



Events and Fundraising Director BMBTC

Job Description

January 7, 2022

The Events and Fundraising Director will initiate and manage the Club's events.

Essential Elements:

- Plan, organize and run events (ranging from the Christmas and AGM potlucks to the End to End Weekend and possibly trivia nights, Travel Adventures, Christmas tree sales, galas, garage sales, online auctions, etc.)
- Work with the Volunteer Coordinator to build your team and organize Volunteer appreciation events
- Liaise with the Communications Team to publicize events
- Work with the Club Treasurer to report results to the Board
- Connect with the BTC Fundraising team and peers at sister clubs to exchange ideas / best practices

Other:

- Review the Volunteer Orientation Booklet including the Volunteer Pledge, sign the BTC Confidentiality Agreement
- Take advantage of the Fundraising Toolkit, available on the BTC website

It is helpful to have:

- Some experience in event planning and / or fundraising
- People, organizational, computer and communication skills