

# ATHABASCA DANCE SOCIETY

## JOB DESCRIPTION

### FUNDRAISING DIRECTOR

1. Serves as a member of the Athabasca Dance Society (ADS) executive.
2. Reports to the Athabasca Dance Society executive and works closely with the Treasurer.
3. Oversees all fundraising activities of the Athabasca Dance Society including all grants, casinos, bingos, movies, etc., excluding funds raised by Athabasca Dance Society memberships and dance fees.
4. Creates subcommittees to manage individual fundraising projects and recruits members to the subcommittees.
5. Reports on and forwards all monies raised to the Athabasca Dance Society Treasurer.
6. Reports regularly to the Athabasca Dance Society executive on the progress of fundraising activities.
7. Ensures adequate personnel are available to carry out obligations of the Athabasca Dance Society in the operation of ongoing fundraising projects, such as casinos and bingos.
8. Explores new and innovative avenues for fundraising.
9. Responsible for the timely completion of all paperwork and fulfilling all administration as requested by regulatory agencies and venue managers of fundraising events on behalf of the Athabasca Dance Society for grants and other funding including, Alberta Foundation of the Arts and Alberta Gaming and Liquor Commission.
10. Orients the new Fundraising Director.
11. Organizes the sale of, takes orders and distributes the Final Year End performance DVD's.
12. Organizes the concession for Year-End Performance.
13. Shall distribute a free DVD copy of the Year-End Performance to the Athabasca Library, Athabasca Archives, and to each instructor.