



## **Executive Board Member Description - Vice President of Development**

### **Position Description:**

The Vice President of Development is a volunteer position, responsible for the coordination, management and promotion of all Junior Committee fundraising and special events. In addition to Junior Committee fundraising and special events, this person will be aligned to the Alzheimer's Association's staff member to ensure the Junior Committee budget is maintained and revenue goals are met. This person will be responsible for managing all sub-committees to ensure fundraising efforts and events are successful. In addition to Junior Committee events, this person will act as a liaison between the Junior Committee and the Alzheimer's Association events. This position is responsible for maintaining the mission and vision of the Alzheimer's Association, Central Ohio Chapter throughout all Junior Committee fundraising and special events.

All Junior Committee board members are expected take part in the planning of annual events.

### **Requirements:**

- Attend monthly Junior Committee Meetings
- Attend monthly Executive Board meetings
- Commitment to serve a two-year term
- Active participant in all major Junior Committee events
- Willingness to devote individual time and effort to the improvement of Junior Committee events
- Recruit Junior Committee team members to plan, implement and promote team fundraisers
- Attend at least 75% of all Junior Committee Meetings

### **Responsibilities:**

- Oversee Junior Committee Events (including, but not limited to):
  - Casino Night
  - Member Appreciation Night
- Liaison to Alzheimer Association Events (including, but not limited to):
  - The Longest Day
  - Walk to End Alzheimer's
  - Paint the Night Purple (Gala)
- Work with Vice President of Awareness to provide event information so appropriate communications can be distributed
- Provide monthly updates and insights to the Junior Committee, Executive Board, Central Ohio Chapter Staff and Development Committee
- Committee management (Manage volunteers that serve on your committee)

### **Qualifications:**

- Previous fundraising experience welcome
- Familiar with organizing and running events
- Understands how to manage a budget
- Public speaking experience welcome
- Strong communication skills
- Ability to be positive and flexible in the heat of an event
- Has knowledge and an understanding of Alzheimer's Disease

Personal time commitment is estimated to be an average of 8 hours per month in addition to attending monthly board meetings. This time will increase depending on upcoming Junior Committee events.