



Waldorf Education Society of Edmonton

Portfolio Description – Fundraising

Objective:

To lead fund development activities that support WESE's financial objectives.

Areas of Responsibility:

- Work closely with Treasurer to identify annual financial fundraising goals.
- Conduct research to identify appropriate funding opportunities.
- Develop a fundraising strategy to achieve the financial goals of WESE. This strategy should include; special events, on-going fundraisers, grants, corporate sponsorship, gifts-in-kind, annual campaign and individual solicitations.
- Engage in the execution of all aspects of the annual fundraising activities, including the marketing and personal solicitation and acknowledgement
- Manage all communications, queries and reporting requirements associated with grants and corporate sponsorship in a timely manner.
- Recruit members for and Chair the Fundraising Sub-Committee ensuring that vision and direction set by the Board is implemented.
- Coordinate volunteers to support fundraising efforts.
- Develop, administer, and review policies and procedures related to fundraising, ensuring that they reflect the overall values of WESE and the WISE School.
- Report monthly on Fundraising Sub-Committee activities to the WESE Board of Directors.