



**Santa Barbara County 4-H Youth Development Program  
4-H MANAGEMENT BOARD  
FUNDRAISING/GIFT GIVING DIRECTOR  
JOB DESCRIPTION**

**General Description**

The 4-H Management Board Fundraising/Gift Giving Director is a middle manager who provides leadership to and oversees the fundraising efforts of the Santa Barbara County 4-H Youth Development Program (YDP). The Fundraising/Gift Giving Director coordinates with the California 4-H Foundation, 4-H YDP staff, and the Management Board, and supports fundraising efforts for the entire 4-H Youth Development Program, including raising funds for operational, administrative, and programming expenses. The Fundraising/Gift Giving Director coordinates the Fundraising/Gift Giving Committee/Subcommittees and any related ad-hoc committee(s).

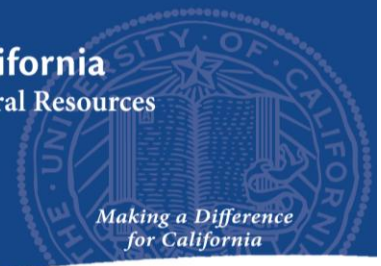
**Objectives**

1. To ensure effective management and operation of the county 4-H programming.
2. To build and lead a Fundraising/Gift Giving Management Committee that raises funds to support programs.
3. To oversee the work of any individual that the Management Board may appoint as an assistant to the Fundraising/Gift Giving Director for a definite or indefinite period of time.
4. To develop a coordinated funding plan that supports the long-range plan and VMO-approved budgets.
5. To oversee and coordinate identified fundraising activities in three areas: donors and grants, sponsorships, and fundraisers/events.
6. To educate stakeholders (e.g. staff, board members, club leaders, other volunteers, families and youth members) about the value of a "culture of philanthropy" within the county 4-H YDP.

**Specific Skills**

1. An understanding and willingness to learn about the 4-H YDP, the fund development process, and to build a culture of philanthropy within the 4-H YDP.
2. Interest in managing the functions and tasks relating to fundraising.
3. Strong leadership skills.
4. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Ability to think strategically.
9. Good organizational skills.
10. Become a 4-H Adult Volunteer prior to serving as a Director.





### **Specific Responsibilities**

1. Follow and abide by the 4-H Management Board Fundraising/Gift Giving Director Job Description.
2. In partnership with the California 4-H Foundation, coordinate the development of a diversified fundraising plan to meet the financial goals of the organization.
3. Serve as the primary liaison to the California 4-H Foundation to coordinate local fundraising efforts to achieve maximum revenue.
4. Provide leadership, management, and evaluation of the fundraising efforts of the Board on behalf of the county 4-H YDP.
5. Coordinate the development and maintenance of a donor recordkeeping system.
6. As appropriate, meet with individual donors, foundation or company representatives to prospect and/or solicit gifts in partnership with county 4-H YDP staff and the California 4-H Foundation.
7. Develop and manage the fundraising budget subject to approval by the Management Board and the Youth, Families, & Communities Advisor.
8. Maintain authority to re-budget between line items or change the budget, up to an accumulative \$2,000.00, as needed, given the budget remains within the approved budget.
9. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).
10. Serve as an important link between the 4-H Management Board and the Fundraising/Gift Giving Management Committee, any related ad-hoc committee(s), and any Assistant Fundraising/Gift Giving Directors. Inform the board by giving reports as to their plans, what they are doing and how they are functioning.
11. Serve as the chairperson of the Fundraising/Gift Giving Management Committee. As chairperson, be responsible for:
  - a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
  - b. Recruitment, selection and orientation of committee members.
  - c. Development, implementation, monitoring and evaluation of a fundraising plan.
  - d. Providing leadership for the training and support of 4-H units/groups in the fundraising area.
  - e. Special emphasis on Affirmative Action/Outreach.
10. Work closely with the 4-H YDP staff and the California 4-H Foundation staff.
11. Attend scheduled orientation and training sessions for Directors.

### **Relationships**

The Fundraising/Gift Giving Director is responsible to the 4-H Management Board Director and the 4-H YDP staff. The Fundraising/Gift Giving Director works closely with the 4-H YDP staff and 4-H Management Board Treasurer to determine costs of the program, secure budgets and ensure funding needs are included in the fundraising plan. The Director cooperates with the other Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. The Director is the primary fundraising liaison to the California 4-H Foundation and communicates regularly with Foundation staff to plan and coordinate

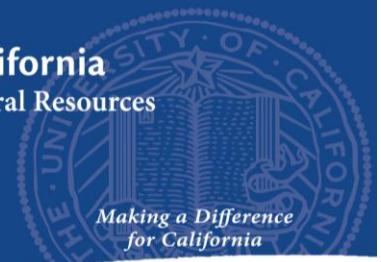


# 4-H Management Board Fundraising/Gift Giving Director

Job Description

CA 4-H 11/2013 SBC 4-H 4/2014

University of California  
Agriculture and Natural Resources



fundraising efforts. Director orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies

### Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 16 - 20 hours per week throughout the year would be required to do this job well.

### Reimbursement/Compensation

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Board).
3. Annual appointment calendar.
4. Aid with conference fees and travel expenses to leader forums at the rate of one conference per two-year term. Expenses for the various conferences will be reimbursed as follows:
  - a. State 4-H Leaders' Forum  
*Full conference fee and gasoline expenses will be paid.*
  - b. Western Regional 4-H Leaders' Forum  
*Full conference fee and one half of the travel expenses (based on economy coach fare) will be paid.*

Note: Reimbursement/Compensation for the expenses listed above and any expenses not listed are to be approved by the 4-H Management Board prior to expense.

### Term of Appointment

The Fundraising/Gift Giving Director shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the Management Board. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Fundraising/Gift Giving Director.

\_\_\_\_\_  
4-H Adult Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Development Program Staff

\_\_\_\_\_  
Date

*This document was developed by the State 4-H Office and reviewed by Annette Leeland, Executive Director of the California 4-H Foundation. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.*

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