**Reviewed April, 2022**

**3rd VICE PRESIDENT RESOURCE DEVELOPMENT**

**Job Description**

The Vice President of Resource Development shall research Resource Development opportunities and present them to the Board and membership for approval. She shall be responsible for the implementation of the adopted Fundraising activities and shall, with approval of the President, secure a chairman for each Resource Development event or activity. She shall be a member of the Executive Committee and the Budget Committee. She shall organize and carry out the annual chapter evaluation of all Resource Development activities. She shall report to the President. The Vice President Resource Development shall be chairman of the Resource Development Committee.

Specific duties:

Attend Board training.

Attend all Board, Regular, and Executive meetings. Inform President in advance to be on any meeting agendas.

Follow Assistance League®of Indianapolis Policies and Standing Rules. Present reports to Board and membership as needed.

Oversee the duties of all Resource Development Chairmen, including:

* Chairman of Grants
* Spring Fundraiser Chairman
* Operation School Bell®Mailer Holiday Event
* Assistant Treasurer

Attend community Partner events with Public Relations, Marketing and Grants chairs

She shall be chairman of the Resource Development Committee, consisting of the above chairmen and as many members as may be deemed necessary to carry out the work of the committee. She shall be an ex-officio member of every Resource Development event/activity committee.

She will be knowledgeable about chapter finances and Internal Revenue Service (IRS) laws relating to not-for-profit organizations.

She will report to President regarding all chapter Resource Development activities. She shall review all contracts relating to Resource Development before the President and Secretary sign such contracts. She shall ascertain whether the chapter complies with IRS laws and National Assistance League®and Assistance League of Indianapolis' rules for all Resource Development events and activities.

She shall research Resource Development opportunities/possibilities and present them to Board and membership for approval.

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Working with the President-Elect, she will secure a chairman for each Resource Development event/activity for upcoming year's events, with approval of the President. The Chairman of Grants shall report directly to Vice President Resource Development. One year prior to the spring fundraiser, the Vice President Resource Development and other current spring fundraiser committee members will select a location and secure a date for the upcoming Star Gala. '

Six months prior to the annual spring fundraiser, prepare a list of major donors who would be eligible for the Star Award for selection of the recipient by the Board. Present the candidate list with a history of their contributions and also a summary of donors honored in the past.

Prepare proposed budget for each event/activity, along with Treasurer and event/activity chairman, as first step in planning process. This proposed budget shall be presented to the Board before any money is committed to the event/activity.

Monitor progress and process for each Resource Development event/activity.

Submit written and oral evaluations of each completed Resource Development event/activity to President and Board. Make recommendations to Board based on this evaluation.

Update job description as needed and have approved by President-Elect.

Update the "Special Recognition of Donors" in the Handbook (last part of Finance section) which lists the recipients of the Star Award.

Obtain detailed report for each Resource Development event/activity and financial ledger copy from that chairman. Keep one copy in Procedure Manual and include in annual report.

Maintain detailed financial records for this position. Prepare budgets from information provided by respective Chairmen in January for Budget Committee consideration. Budget requests shall include:

Projected expenses for rest of current fiscal year.

* Projected expenses for next fiscal year.

Prepare two (2) copies of annual report for this position-one copy for Procedure Manual and one copy for President's file.

Pass on the procedure manual and the electronic files, and train incoming Vice President Resource Development.

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