

FUNDRAISING COORDINATOR

May 2012

1. Solicit funds from the community and other sources for the operation of the Festival.
2. Recruit assistants (i.e. phoner) as necessary.
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 - a .Arrange for assistance in approaching new donors, including Program page sponsors. (currently \$50. per page),
 - b .Seek renewal of donations from former donors by means of letters, follow-up phone calls and/or personal presentations.
 - . Include in the information a note that cheques must be made payable to the Camrose and District Music Festival.
4. Maintain a record of contacts, presentations and responses. Assist the Treasurer in compiling a comprehensive list of donors and page sponsors for the Festival Program and the Grand Concert program.
5. Pass the cheques/cash contributions to the Treasurer and arrange with her/him to send a thank-you letter and receipt to each donor.
6. When the Festival is over, bring any suggested changes in your job description to the attention of the Festival Secretary.
7. Present a written report to the annual meeting.