

## **Yankton Area Ice Association Job Description**

**Job Title:** Figure Skating Fundraising Manager  
**Reports to:** Figure Skater Coordinator  
**Revised Date:** 4/10/2016

### **Essential Duties and Responsibilities**

- Oversee and coordinates all aspects of fundraising events for the Yankton Figure Skaters
- Coordinates volunteers to assist with fundraising activities
- Works with YAIA volunteers for fundraising for overall organization
- Works with FS Performance Manager and Competition Manager for fundraising activities for for the end of season performance, Yankton Winter Miracle competition and any other special events.
- Collects funds and maintains records for all fundraising. Provides records to the FS Coordinator.
- Works with FS Coordinator to ensure that all information is sent to parents and coaches as needed.

### **Skills and Abilities**

- Communication
- Excellent organizational skills
- People skills
- Ability to accept criticism

### **Computer Skills**

- Microsoft Office Programs (Excel, Word, Outlook) or similar; basic PC skills

### **Work Environment**

- Use home office/computer
- Be available for Team Parents