



## Armstrong Cooper Youth Hockey Association Job Description

<b>Title:</b>	<b>Sales &amp; Fundraising Director</b>
<b>Role:</b>	<b>Board Member</b>
<b>Election/Appointment:</b>	<b>Elected</b>
<b>Voting Status:</b>	<b>Voting</b>
<b>Budget:</b>	<b>No budget responsibility</b>
<b>Term:</b>	<b>Three years, Year 3 in cycle</b>
<b>Compensation:</b>	full hours

**Description/Role:** The director of Sales and Fundraising is responsible for revenue and income streams outside of registration income, gambling income, concessions income and tournament income. This includes all fundraising efforts and sales opportunities, existing and new.

### **Position mandatory requirements:**

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month.
- Must attend the annual meeting of ACYHA Membership in April.
- Must act as primary contact for the association with city for all facility related sales opportunities and sponsors fulfillment
- Will coordinate all communications out to sponsors
- Will coordinate all communications out to fundraising organizations
- Provide all key fundraising information to the Web administration for posting
- Provide the registrar all key information regarding fundraising that needs to be included in registration
- Provide all communications detail to the right person for distribution to the member
- Recruit and recommend for appointment wreath coordinator, the position is appointed by the Board Chair and approved by the board
- Manage the wreath coordinator, filling the role if the position is vacant
- Develop additional fundraising opportunities
- Work with Treasurer to ensure fundraising deposits and reporting families not meeting the association fundraising requirement

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- Work with the Treasurer to set the fundraising goals and opt out amount to be voted on at the July board meeting
- Maintain program files including individual files for each sponsors and annual fundraising records
- Provide and end of the year audit report at the July board meeting
- Report out monthly to the board on all reports and subsequent follow up
- Training your successor at the May meeting at the end of your term

### **Desired Skills:**

- Strong communication skills
- Strong organization skills
- Strong marketing background a plus
- Creative skills a plus
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

### **Reporting:**

- This role reports to the Board Chairman
- The wreath coordinator(s) report to the Director of Sales and Fundraising