



JOB DESCRIPTION

Title: 1919 Fund Endowment Chair
Member: Financial Council

Goal: Responsible for the development of the 1919 Fund and education of the membership on the importance of the endowment and potential future use

Duties:

- Increase the contributions to the 1919 fund
- Coordinate with Sustainers (1919 Fund Sustainer Co-Chair) to get more sustainers and actives involved in 1919 fund
- Coordinate various ways to raise awareness of the 1919 fund (i.e. basket raffle, Kate Spade raffle, fashion show, etc.) at General Meeting and JLB events
- Establish benchmarks and goals for endowment fund
- Submit articles to Perspectus on 1919 fund awareness
- Attend Financial Council Meetings
- Have 1919 Fund committee meetings
- Work with 1919 Fund Committee, Treasurer and Financial VP to create a three-year financial plan

Time Involvement:

- 1919 Fund Committee meetings
- Financial Council meetings
- General membership meetings
- Time spent researching and developing plan

Experience:

Would suggest this position for a member who demonstrates strong financial, assessment, research and time management skills. This person should also possess strong communication skills. Some fundraising/development experience preferred.