

FUNDRAISING + EVENTS CHAIR

POSITION OVERVIEW

Team Crawford Hoying + Brackett is seeking a passionate and driven individual to serve as the Fundraising + Events Chair. This individual will organize and manage events aimed at raising awareness and funds for cancer research, ensuring that each event runs smoothly and meets its financial goals. Events include the annual Celebrity Bartender Event, supporting the Brackett Cornhole Tournament, and other events to support individuals in their fundraising efforts.

KEY RESPONSIBILITIES

EVENT PLANNING & MANAGEMENT

- Develop a schedule of fundraising events to support raising money for the Team Crawford Hoying + Brackett general fund.
- Identify new opportunities for fundraising and creative approaches to engage the organization.
- Lead fundraising events from planning to execution by coordinating event logistics, including venue selection, scheduling, budget management, and vendor relationships.
- Recruit and lead a team of volunteers to assist in event execution.
- Work with the Communications Chair and Graphic Design Chair to promote events through social media, email campaigns, and other internal and external resources to increase awareness and participation.
- Monitor event performance and provide post-event analysis to improve future fundraising efforts.

Existing Events (Open for discussion)

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| • Kick-Off Event | • Celebrity Bartender Event |
| • BYO Laptop Events | • Happy Hour at Market Bar |
| • March Madness Bracket | • Dublin Market Tote Sales |
| • Brackett Cornhole Tournament | • Post Ride Day Celebration |

SUPPORT PERSONAL FUNDRAISING

- Develop and plan opportunities for volunteers, riders, and participants to receive assistance in meeting and exceeding their personal fundraising goals.
- Work with the Communications Chair to provide innovative fundraising ideas to participants.

ADMINISTRATIVE DUTIES

- Set and track fundraising goals, providing regular updates to the team and leadership.
- Manage budgets, timelines, and resources to ensure successful event execution.
- Maintain accurate records of donations, sponsorships, and expenses for each event.

