

Fundraising Update 6.17.23

Year-End Tasks Completed

- ★ Drafted donor correspondence letters
- ★ Organized prospective donor list
- ★ Began the preliminary design for fundraising support needed for 23-24
- ★ Completed the DonorPerfect Database upload
- ★ Created the job description and posted for part-time Development Manager for 23-24

Summer Tasks for 23-24

- ★ Create a Fund Development Plan for 23-24 fundraising events:
 - Small Kick-off Campaign \$2,500 for Field Trips
 - Giving Tuesday Campaign - 1:1 Chromebooks
 - Spring Dragon Gala (In-Person) - \$25,000
- ★ Interview any potential Development Manager candidates
- ★ Outline year-long fundraising support plan in the event that there are no applicants

Fundraising Update 6.17.23 - Development Manager Role

Grant Writing:

- Maintain an annual Grants Pipeline, with robust and accurate templates to streamline CSCE's grant writing process. Prepare and submit proposals, LOI's, and reports. Manage correspondence and other accompanying materials.
- Track all grant deliverables and timelines.
- Research, identify, and cultivate donor prospects through strategic research.
- Collaborate with senior staff to develop persuasive proposal strategies.

Special Events:

- Create and manage two fundraising events and campaigns: annual kick-off giving campaign, Giving Tuesday campaign, and spring benefit.
- Recruit and collaborate with volunteers
- Manage vendor relationships

Database:

- Maintenance of Donor Perfect database
- Record all cash, pledge and in-kind donations and produce acknowledgements in a timely manner
- Set up and process all monthly, semi-annual, and annual credit card and direct debit pledge payments.
- Create reporting system in collaboration with Finance office
- Provide analysis, reporting and record keeping for all fundraising projects.

Marketing/Communications:

- Oversee creation of (paper and digital) flyers, invitations, postcards, for fundraising campaigns and events.
- Update website to include appropriate content about giving.

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How Can You Support Fundraising as a CSCE Board Member?

- ★ Make a gift to support the Board Giving Campaign - your gift is what inspires others to give!!
- ★ Support other fundraising efforts throughout the year through peer-to-peer fundraising
- ★ Share fundraising opportunities with your networks
- ★ Support the Spring Gala by making a gift, inviting people from your network, sharing social media posts
- ★ Join meetings with the HOS to potential major funders