

**Position Title:** Fundraising Work Group Leader

**Time Required:** On-going and dependent on county needs. Not to exceed more than 2 hours per week except during flagship events.

**Specific Responsibilities:**

- Attend the 4-H Advisory Committee. Meetings are bi-monthly on the even numbered months, on the 1<sup>st</sup> Wednesday.
- Meet monthly with the Extension Educator, 4-H Youth Development to identify important opportunities for fund development.
- Coordinate a seasonal fund development campaign. Fall: (September) Cincinnati Buckeye Run. Winter: (December) Online/Virtual/Mailing/Giving Tuesday Campaign. Spring: (April) TBD. Summer: (July) Fair Events TBD.
- Coordinate with club volunteers and members to market fundraising opportunities.
- Maintain a working group of interested and motivated volunteers.
- Work with the Extension Educator, 4-H Youth Development to identify funding priorities for the next year.
- Follow all OSU Extension and Ohio 4-H Youth Development Policies and Procedures.
- Read Ohio 4-H news and access information from the Ohio 4-H web site to keep members informed of opportunities.
- Participate in volunteer development opportunities annually to stay current and enhance leadership skills.
- Inform members/parents of 4-H guidelines and requirements.

**Qualifications and Expectations**

- Work with Extension professionals and volunteers to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility and leadership.
- Be dedicated to youth and sensitive to their abilities and needs.
- Effectively organize, delegate, and communicate with other club volunteers.
- Work with minimal supervision from OSU Extension professional staff.
- Be familiar with and work within the philosophy and guidelines of OSU Extension, the Ohio 4-H program and the county 4-H program.
- Maintain legal, ethical, and responsible management of 4-H funds and abide by all IRS 501c3 nonprofit guidelines.

**Ohio State University Extension Will:**

- Provide training opportunities to assist volunteers to meet needs of members and parents.
- Provide access to educational materials and resources and also provide recognition to volunteers.
- Have professional staff available to consult with and listen to volunteers

**Mentor/Supervising Professionals:** County and State Extension 4-H Youth Development Professional(s)



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
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