

FAMILY OUTREACH Job Description

Term:	2 years desired
Time Commitment:	Average 4 hours per month
Skills Needed:	Good organizational, communication (verbal & written) with attention to detail and maintains confidentiality and discretion
<p><i>Please know that in this role you are always supported by MEF Leadership, which includes the Executive Director (ED) and President(s), and you are encouraged to bring in a committee if you would like the additional support. If you would like to refine or expand any of the responsibilities noted below, please reach out to the ED.</i></p>	

The primary role of the Fundraising Chair is to coordinate the site Fundraising Chairs (Camino Pablo Elementary, Los Perales Elementary, Rheem Elementary, Joaquin Moraga Intermediate & Campolindo High School) to maximize the impact of the MEF Ambassador program and general MEF Fundraising programs at each school site.

Responsibilities

- Coordinate monthly with Site Fundraising Chairs to support the MEF Ambassador program and solicit feedback.
- Provide training to the Site Fundraising Chairs and Ambassadors.
- Work closely with the MEF office to obtain donor reports and distribute to the Fundraising Chairs ensuring confidentiality and discretion throughout.
- Work with the Communications Chair to craft messaging for 3 outreaches per year to families of students in MSD and Campo.
- Work with the MEF office to coordinate Site Fundraising Chairs for presence at Back to School Nights, Week of Giving, Open House and assorted Concerts etc.
- Work with the MEF office/president to gather MEF updates and have each Site Fundraising Chair present these at their respective PTA board and/or association meetings.

Meetings Attended

Monthly:

- MEF Fundraising Chair Meetings
- MEF Board Meetings

As Needed:

- Faculty Meetings (as requested)
- PTA/PC Meetings
- School Site Meetings (back-to-school night, etc.)
- MEF Strategic Planning Meeting
- Ambassador Training Meetings