



DIRECTOR JOB DESCRIPTION

Gaming and Fundraising DIRECTOR

Job Title:	Gaming and Fundraising Director	Revised Date:	Feb 01, 2022
MHA:	Kerry Park Minor Hockey Association	Term:	Two Years

Description

Oversees all KPMHA team & association gaming licences and fundraising programs.

Key Accountabilities

- Provides support for all team fundraising activities and works to avoid duplication or conflict of activities within the community.
- Oversees the development and refinement of the Policies and Procedures and related activities for Fundraising and Gaming.
- Identifies & secures member volunteers, where necessary, to assist with association level fundraising activities.
- Develops association level sponsorship packages to be used by directors and volunteers when soliciting sponsorships.
- Follows up on any sponsorship leads that come forth to the association
- Supports directors and volunteers to ensure sponsor agreements are correctly implemented.
- Recommends policy to the Board regarding fundraising and gaming activities..
- Provides support where needed to team sponsorship activities and ensures they are within applicable Policies and Procedures, regulation and laws.
- Communicates gaming policies and procedures to managers to ensure their gaming activities are in line with Licensed Charitable Gaming Rules.
- Liaisons with team managers in order to apply for team gaming licenses and ensures team gaming summary reports are completed.
- Purchases raffle tickets and distributes to teams when needed.
- Provides ticket tracker and revenue forms to teams and collects those after the gaming event is over.
- Oversees association wide fundraisers, grants, donations i.e. Mask fundraiser, legion donation.
- Manages Panago fundraiser for all teams (securing and distributing coupons to teams.
- Creates procedure documents for teams on conducting 50/50 and other ticket raffles.
- Updates the website where/when needed for sponsorship/fundraising/gaming related content.
- Attends Director Meetings and prepares monthly reports for the Director Meetings.

Experience

Experience in not-for-profit fundraising, marketing, gaming, sponsorship and communications is an asset.

Typical Committees

Budgeting Committee, Policies and Procedures Committee