



**National Interscholastic Cycling Association**  
21 Orinda Way, Suite C-368  
Orinda CA 94563  
(510) 524-5464  
[www.nationalmtb.org](http://www.nationalmtb.org)

## **POSITION DESCRIPTION**

The **Fundraising Manager** is responsible for identifying and cultivating relationships with potential funders of the league, maintaining and negotiating relationships, and fulfillment and recognition of donors and sponsors. The Fundraising Manager works directly with the League Director and Communications Director. This person will also lead the annual Trek Giveaway Fundraising campaign between July and October. This is a year-round position and can be done remotely, but it would be ideal if this person is available for in-person meetings and race weekends.

## **RESPONSIBILITIES**

- Lead the Trek Giveaway Fundraising Campaign (July – October)
- Make connections and seek potential funders for the league
- Fulfill grant/sponsorship obligations
- Follow up with donors/sponsors

## **IDEAL QUALITIES**

- Personable - works well with a wide variety of people
- Outgoing- able to converse with people
- Organized
- Experience with fundraising
- Trainable
- Good at receiving feedback
- Stellar communication skills

## **COMMITMENT**

- Several staff meetings
- Availability to meet and communicate with funders and potential funders
- In season – lead the Trek Giveaway Fundraising Campaign
- Ideal commitment is 3+ seasons

**Please contact your League Director to get involved with this and other positions.**