

Position Description—Revenue Director

Title: Revenue Director

General Purpose of Position: The revenue director is responsible for all aspects of revenue for the national organization including dues, donations, fundraising events, sales and investment income. The position appoints and oversees the development coordinator.

Classification: Appointed

Level: National Director

Relationships to Other Jobs:

Appointed by: VP Finance
Accountable to: VP Finance, National Executive Board
Support from: Finance Team, Virtual Assistant
Works with: National Leadership Team

Term of Service: 2 years

Time Commitment: 5 hours a week, with some peak times

Required Qualifications:

- Alumnae status in good standing
- Experience in business operations
- Understanding of accrual-based accounting principles
- Proficiency with common business computer applications

Preferred Knowledge/Abilities/Experiences:

- Holds a degree in business or accounting
- Experience with nonprofit organizations or fundraising
- Proficiency with Quickbooks accounting software

Duties and Responsibilities:

- Invoices chapters and members for dues and events
- Makes deposits and posts all income related transactions to Quickbooks, including Paypal, Square, and registration transactions
- Tracks receivables and follows up on collection of overdue items
- Oversees all donation and fundraising efforts of the national sorORITY including the appointment and supervision of the donations coordinator
- Assist with accounting and operations for Rose Shop sales
- Tracks and records investment income
- Maintains supporting files and documentation for all sales, donors and donations
- Prepares and sends sales and donation receipts and end-of-year contribution statements to donors
- Other related tasks as needed

Convention/ Mid-year/ District Summit attendance required? NO/ NO/ NO