

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: Family Night/Restaurant Fundraising Coordinator

Overall Job Description: Seek out and maintain restaurant/BCS relationships with area merchants, promote semi-monthly and special event restaurant patronage by BCS families and friends, and obtain guidelines and approval from PTF and BCS administration.

Essential Duties and Responsibilities – In order to receive the full 20 credit hours, you must complete the following:

1. Establish or maintain relationships with area restaurants to receive a percentage of sales for BCS patronage on scheduled dates.
2. Communicate with PTF and BCS administration regarding on-going events as well as seeking approval for possible future opportunities.
3. Promote events to BCS community via, email, posters, electronic sign, flyers, and other media.
4. Tally monies and pick up checks from participating restaurants.
5. Document work to pass on to future Family Night/Restaurant Fundraising Coordinators.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

Talents/Skills/Experience:

- Written, oral, and computer communication skills.
- Creative ideas for marketing, promotions, and future opportunities.

Written By: Lynn Petrik

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