

## **Donation Manager – Job Description**

Type of Position : Volunteer  
Reports to: Board of Directors  
Coordinates with: BCMG Office Manager

### **DUTIES:**

The Donation Manager adheres to the F-12 Donation Acknowledgement policy and has the following major responsibilities:

- Develops and coordinates donation flyers and electronic marketing information to reach Master Gardeners, the Public, and other potential donors through BCMG electronic conveyances (i.e. the Leaflet, SCION, Facebook, etc.) with the Board of Directors (BoDs) for approval
- Disseminates BOD approved donation marketing information
- Sends acknowledgements/tax receipts in timely manner to donors after receipt of donation notifications
- Consults and complies with the current guidelines and requirements issued by the Internal Revenue Service (IRS), as outlined in IRS Publication 1771, Charitable Contributions and Disclosure Requirements

### **PROCEDURES:**

- Coordinates with the BCMG Office Manager to receive information on all donations over \$50, to include: name, email, physical address, and amount/date, of donation, and purpose, if provided
- Drafts acknowledgement/tax receipt for all donations over \$50, and any donation under \$50, if requested. Any donations designated for a specific purpose will be included in the acknowledgement
- Assures the document is either signed by the President of the Board or is issued from the President's email or Board email address
- Submit a copy of each acknowledgement/tax receipt to the BCMG Office Manager for retention in the BCMG office file

Note: Non-cash donations must be discussed and approved by the Board of Directors prior to acceptance.