

Fundraising Event Lead:

Make an annual gift to University of Central Florida by December 1 each term year.

Assume the primary responsibility of coordinating and planning a fundraising event to benefit any UCF area, program or fund and manage committee members if applicable.

Collaborate with the UCF Alumni staff liaison to ensure that event details are in compliance with the guidelines set by UCF Advancement, the University of Central Florida and the state of Florida.

Take photos during the event.

Ensure that attendance is accurately taken and submitted to UCF alumni following the event.

Work with Chair to create a budget for this event by Aug 1 and manage it thereafter.