

LIONS CLUBS INTERNATIONAL FOUNDATION

LCIF District and Multiple District Coordinators

LCIF MULTIPLE DISTRICT COORDINATOR POSITION DESCRIPTION

Multiple District Coordinators – Every three years, beginning with fiscal year 2009-2010, each Constitutional Area representative serving on the LCIF Development Advisory Committee nominates a Lion to serve in the role of LCIF Multiple District Coordinator in their respective area. Selection criteria should focus on choosing a Lion who has a demonstrated interest, understanding, commitment, and leadership at the Multiple District, District and Club level for LCIF. The International President and the LCIF Chairperson in office at the time will make the official appointments, which are subject to replacement if necessary.

As a respected Lion, you will serve as an ambassador for Lions Clubs International Foundation (LCIF) in your multiple district. You have been chosen for this position because of your demonstrated leadership ability and commitment to the philanthropic and humanitarian-service ideals of LCIF. By serving in this position, you will help create a stronger LCIF, enabling the Foundation to advance its humanitarian work in your community and around the world.

As a volunteer coordinator for LCIF, you will be asked to carry out the following critical responsibilities:

1. Educate Lions about the mission and success of LCIF and its importance to Lions Clubs

International

2. Lead a team of LCIF district coordinators (LCIF DCs)
3. Assist with all aspects of LCIF fundraising in your multiple district

You are joining a worldwide network of volunteer coordinators for LCIF. Around the globe nearly 900 Lions will be recruited to lead the LCIF efforts in their districts and multiple districts. Like you, these leaders will be appointed to help strengthen LCIF – your Foundation – and through the coordinated efforts of this team, volunteer coordinators will help LCIF create a better world. The LCIF Multiple District Coordinator (LCIF MDC) is appointed by the LCIF Board of Trustees for a four-year term, although the duration of this term may vary in some parts of the Lions' world. MDCs report to the LCIF Chairperson and LCIF Development Advisory Committee (DAC). Because this position is so critical to the future of our Foundation, it is subject to replacement if necessary. As your position is newly created, it is anticipated that your job responsibilities will vary and/or expand as new aspects of the LCIF Development Plan are implemented. Flexibility will be key to the successful implementation of this program.

ROLES AND RESPONSIBILITIES

LEADERSHIP AND WORKING RELATIONSHIPS

Recruit, Train and Lead LCIF District Coordinator Team

- Identify and recruit one Lion in each district to serve a four-year term as the LCIF DC (in consultation with the District Governor)
- Train all newly-appointed LCIF DCs
- Lead the LCIF Coordinator team within your multiple district, providing periodic updates and assistance as needed
- Communicate with LCIF DCs on a regular basis
- Provide regular updates to LCIF DCs regarding LCIF news and information

Communicate Regularly with Your DAC Member

- Update your area DAC member about LCIF progress and challenges in your multiple district

Utilize the Resources of LCIF Headquarters Staff

- Familiarize yourself with key LCIF staff members and communicate with them regularly
- Consult LCIF staff regarding fundraising discrepancies, to obtain reports and ask questions about the Foundation

Work with District Governors and Other District Leaders

- Work closely with your district governors and multiple district leaders to promote the work of LCIF and encourage support from Lions within the districts

LCIF EDUCATION AND PROMOTION

Give LCIF Presentations

Multiple District Convention

- Arrange for and conduct an LCIF educational seminar at your annual Multiple District Convention
- Arrange for a booth to promote LCIF using the educational materials available

District Conventions

- Attend district conventions and provide support at district conventions when possible
- Work with district coordinator to ensure LCIF is well promoted (LCIF seminars, booth, materials, etc.)

Council Meetings

- Provide LCIF program, grant and fundraising updates to the Council of Governors and other interested multiple district leaders
- Inform the District Governors about LCIF progress and/or challenges in the multiple district
- Report on district and multiple district fundraising progress

Club Presentations

- Conduct select club presentations about LCIF to the highest-potential clubs in the multiple district

Promote LCIF Whenever Possible

Multiple District Publications and Web site (where applicable)

- Submit LCIF success stories and updates to your multiple district-wide publications
- Recognize exceptional individual-member, club and/or district support of LCIF
- Provide fundraising progress report updates

External Public Relations

- Promote LCIF program success stories and help distribute press releases to local media outlets
- Work with your multiple district PR Chairperson to help promote LCIF whenever possible

Grant Application Assistance (IN CONJUNCTION WITH DISTRICT GOVERNORS)

- Provide education on the various grants that LCIF provides and projects supported by LCIF
- Assist district governors with grant applications to LCIF, as needed
- Help ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines

LCIF FUNDRAISING

Promote the Fundraising Efforts of LCIF

- Encourage all Lions to give to LCIF annually
- Encourage all clubs to conduct one annual fundraising event to support LCIF programs
- Oversee LCIF DC follow-up responsibilities for the "E.A.C.H. Lion" program
- Assist with district and multiple district-wide LCIF fundraising events whenever possible
- Promote individual and club recognition programs as incentives to donate to LCIF

Identify Potential Donors

- Help identify potential Major and Lead Gift donors to LCIF, and when appropriate, be involved in the gift-request process (US\$25,000+ and US\$100,000+)
- Use reports provided by LCIF to help identify the highest-potential clubs that may continue to support LCIF
- Help identify local foundations, corporations and businesses with the potential to support LCIF

Assist with Submitting of Funds and LCIF Recognition Applications

- Assist with the submission of LCIF funds, MJF applications and other donation information
- Answer questions pertaining to the various LCIF recognition programs
- Assist with presentations of LCIF recognition as requested

KEYS TO SUCCESS

FLEXIBILITY

As the LCIF Development Plan evolves, LCIF Coordinators in the field are asked to be flexible and help with the implementation of new and modified programs. It is anticipated that some job responsibilities may be modified and/or expanded during the course of this position. Understanding of this possibility will assist with the long-term success of building a stronger LCIF.

LOCAL CUSTOMIZATION OF PROGRAM IMPLEMENTATION

Not all geographic areas and cultures will implement the LCIF Development Plan identically. The plan is intended to be modified to fit the cultural differences and needs associated with being an international organization. Whenever possible, area specific materials and/or suggestions will be made.

PERSONAL CONTRIBUTION

All LCIF MDCs are encouraged to make an annual contribution to the Foundation. Experience shows that fundraising efforts are most successful when leaders are fully committed to the cause, both with time and a financial contribution.

WORKING WITH THE DISTRICT LEADERS

The position of LCIF MDC reports to the LCIF Chairperson and LCIF DAC, but he/she is encouraged to work closely with the Council of Governors and other multiple district leadership. Efforts to support LCIF will be most successful when all district leaders are working together for the same cause.

COMMUNICATION

Successful implementation of the Development Plan will require the coordinated efforts of the entire LCIF volunteer team. It is crucial to building a stronger Foundation that coordinators work closely together and communicate frequently. Communicate regularly with members of your team and key LCIF staff members.

*As members, we all belong to Lions Clubs International,
but Lions Clubs International Foundation belongs to us*

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LCIF DISTRICT COORDINATOR POSITION DESCRIPTION

District Coordinators – Every three years, each Multiple District Coordinator, in consultation with the District Governor, as appropriate, will nominate a Lion to serve in the role of LCIF District Coordinator in their respective area. Selection criteria should focus on choosing a Lion who has a demonstrated interest, understanding, commitment, and leadership at the District and Club level for LCIF. The LCIF Chairperson in office at the time will make the official appointments, which are subject to replacement if necessary.

As a respected Lion, you will serve as an ambassador for Lions Clubs International Foundation in your district. You have been chosen for this position because of your demonstrated leadership ability and commitment to the philanthropic and humanitarian-service ideals of LCIF. By serving in this position, you will help create a stronger LCIF, enabling the Foundation to advance its humanitarian work around the world.

As a volunteer coordinator for LCIF, you will be asked to carry out the following critical responsibilities:

- Oversee the implementation of the new LCIF Development Plan within your district
- Educate Lions about the mission and success of LCIF and its importance to Lions Clubs International

International

- Encourage the support of LCIF through all aspects of fundraising in your district

You are joining a worldwide network of volunteer coordinators for LCIF. Around the globe nearly 900 Lions will be recruited to lead the LCIF efforts in their districts and multiple districts. Like you, these leaders will be appointed to help strengthen LCIF – your Foundation – and through the coordinated efforts of this team, volunteer coordinators will help LCIF create a better world.

The LCIF District Coordinator (LCIF DC) is appointed by the LCIF Multiple District Coordinator (MDC), in consultation with the District Governor, and will serve for a four-year term, although the duration of this term may vary in some parts of the Lions' world. LCIF DCs report directly to LCIF MDCs and are encouraged to work closely with local district leadership. Because of the importance of this position to the future of the Foundation, it is subject to replacement if necessary. As your position is newly created, it is anticipated that your job responsibilities will vary and/or expand as new aspects of the LCIF Development Plan are implemented. Flexibility will be key to the successful implementation of this program.

ROLES AND RESPONSIBILITIES

LCIF EDUCATION AND PROMOTION

Educate Lions through LCIF Presentations

District Conventions

- Arrange for and conduct an LCIF seminar (materials are available) at your annual District Convention

Convention

- Arrange for a booth to promote LCIF using educational materials available District Cabinet

Meetings

- Provide LCIF grant and program updates to district leadership
- Report on district and club fundraising progress and success stories
- Use reports provided by LCIF to educate Lions about the giving and grant history of the district

Club Presentations

- Send an invitation letter to all new club presidents asking them to schedule a club program in support of LCIF
- Organize an annual, district-wide LCIF presentation for new club presidents, district leadership, and other interested Lions
- Conduct club presentations about LCIF

Promote LCIF Whenever Possible

District Newsletters

- Submit material about LCIF program stories and updates to district-wide publications
- Recognize exceptional individual-member, club and/or district support of LCIF
- Inform your district of its fundraising progress

External Public Relations

- Promote LCIF program success stories and help distribute press releases to local media outlets
- Work with your district PR Chairperson to help promote LCIF whenever possible

Grant Application Assistance (IN CONJUNCTION WITH DISTRICT GOVERNORS)

- Educate Lions and clubs about LCIF grants and programs
- Inform Lions of the LCIF grant opportunities at the local level
- Assist the district governor with grant applications to LCIF, as needed

- Help ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines

LCIF FUNDRAISING

Promote the Fundraising Efforts of LCIF

- Encourage all Lions to give to LCIF annually
- Encourage all clubs to conduct one annual fundraising event to support LCIF programs
- Conduct appropriate club follow-up during LCIF annual appeal
- Assist with execution and promotion of club and district-wide LCIF fundraising events whenever possible
- Promote individual and club recognition programs as an incentive to donate to LCIF
- Encourage current Melvin Jones Fellows to consider becoming Progressive Melvin Jones Fellows

Identify Potential Donors

- Use reports provided by LCIF to help identify the highest-potential clubs that may continue to support LCIF
- Help identify Lions with the capacity and interest to donate to LCIF through the Melvin Jones Fellowship program
- Help identify local businesses with the potential to support LCIF

Assist Lions in Submitting Funds and LCIF Recognition Application

- Assist clubs and individuals with the submission of LCIF funds
- Assist with the submission of MJF and other recognition award applications
- Answer questions pertaining to the available LCIF recognition programs
- Assist with recognition presentation ceremonies as requested
- Use CSFII reports to assist with fundraising discrepancies reported by donors

WORKING RELATIONSHIPS

Report to the LCIF Multiple District Coordinator

- Communicate regularly with your LCIF MDC
- Update your LCIF MDC on district-specific progress and challenges
- Submit LCIF reports as necessary

Work Closely with District Governors and Other Local Lion Leaders

- Provide assistance to the district governor regarding LCIF education and promotion when necessary
- Update the district governor on LCIF activities within the district and clubs
- Provide reports to other interested Lions when requested

KEYS TO SUCCESS

FLEXIBILITY

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PERSONAL CONTRIBUTION

LCIF DCs are encouraged to consider their own personal donation to the Foundation. Experience shows that fundraising efforts are most successful when leaders are fully committed to the cause, both with time and a financial contribution.

WORKING WITH LOCAL LEADERS

The position of LCIF DC reports directly to the LCIF MDC, but he/she is encouraged to work closely with the district governor, vice district governor and other local Lion leaders. Efforts to support LCIF will be most successful when all district leaders are working together for the same cause.

COMMUNICATION

Successful implementation of the Development Plan will require the coordinated efforts of the entire LCIF volunteer team. It is crucial to building a stronger Foundation that coordinators work closely together and communicate frequently. Communicate regularly with members of your team and key LCIF staff members.

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