

# Club LCIF Coordinator

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## **Position Description**

The club LCIF coordinator will serve as an ambassador for Lions Clubs International Foundation in your club. This individual share the stories of LCIF programs, motivate others to support LCIF, and enable the foundation to advance its humanitarian work in your community and around the world.

Responsibilities will include:

- Educating Lions about the mission and success of LCIF and its importance to Lions Clubs International
- Implementing LCIF development strategies within your club
- Collaborating with LCIF DC to promote LCIF in your area

The club LCIF coordinator is nominated by the clubs nominating committee, elected as a member of the board and will serve a one-year term until re-elected the following year. The club LCIF coordinator works closely with local club leadership and communicates directly to LCIF DCs to ensure alignment with district goals.

## **Roles and Responsibilities**

### **Promotion and Education**

#### *Training and Events*

- Attend annual LCIF training provided by your district coordinator
- Give annual LCIF presentation at a club meeting to cover: LCIF programs and their impact, opportunities to apply for LCIF grants, and the benefits of supporting

#### *Public Relations*

- Promote LCIF program success stories through local media outlets, prepare and distribute press releases
- Work with club PR chairperson to promote LCIF
- Promote LCIF through your club's website and social media outlets

#### *Work with leadership*

- Provide regular updates and success stories to club leadership
- Provide LCIF grant and program updates to club leadership
- Provide regular updates to your district coordinator

#### *Grant opportunities*

- Inform Lions in your club of LCIF grant opportunities at a local level
- Facilitate communicate with district and other clubs regarding active grants and grant applications

## Expanding LCIF

Expanding LCIF programs in your club is a crucial responsibility. This individual must work with club leadership and the district coordinator to establish your club's goal each year.

### *Awareness and Partner Recognition*

- Conduct annual fundraising event to promote LCIF programs in your club
- Conduct annual recognition event to recognize MJFs in your club

### *Identify Potential Partners*

- Identify Partners in your club with the capacity and interest to support LCIF
- Identify local businesses with the potential to partner with your club in the name of LCIF

### *Facilitate Support*

- Assist partners with the submission of LCIF funds, MJF, and other recognition applications
- Serve as your clubs expert on available LCIF recognition programs
- Assist with the presentation and reception of recognition items

## Keys to success

- **Flexibility:** As LCIF Development strategies evolve, be flexible in the implementation and modification of those strategies to suit your club. It is anticipated that this role will evolve over time and that specific tactics will vary in different geographical areas.
- **Personal Support:** All club LCIF coordinators are encouraged to personally support LCIF. Experience shows that volunteers are more motivated to a cause when personally and financially invested.
- **Working with local leaders:** Success in this position requires collaboration with other Lions leaders. Communicating and collaborating with club leadership, other clubs in your area, district leadership will help spread the LCIF message throughout your area.
- **Communication:** Successful implementation of development strategies 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.