

# LCIF DISTRICT COORDINATORS JOB DESCRIPTION

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**
- **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

### A. LCIF EDUCATION AND PROMOTION

#### 1. Educate Lions through LCIF Presentations

- a.) District Conventions
  - Arrange for and conduct an LCIF seminar (materials are available) at your annual District Convention
  - Arrange for a booth to promote LCIF using educational materials available
- b.) 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
- c.) 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

#### 2. Promote LCIF Whenever Possible

- a.) 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
- b.) 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

### **3. 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

## **B. LCIF FUNDRAISING**

### **1. 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

### **2. 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

### **3. 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

## **C. WORKING RELATIONSHIPS**

### **1. 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

### **2. 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**

## **1. 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.

## **2. 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.

## **3. 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.

## **4. 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.

## **5. 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.