

Cambridge Academy
General Fundraising Development
Job Description and Incentive Plan

I. Overview

Calendar Year: 2016 -2017 School Year (July 1, 2016 – June 30, 2017)

	Incentive Potential	Annual Goal	Incentive Trigger
Annual Fund	15%	\$ 50,000	\$ 20,000
Auction	15%	\$ 30,000	\$ 15,000
Grants	10%	-	-

The General Fundraising Development Job and Incentive Plan (the “Plan”) is only applicable to these three (3) areas of fundraising at Cambridge Academy (the “School”). Participation in any other fundraising activities at the School is voluntary and will not be compensated.

II. Incentive Plan Criteria

As a contractor of the School, you will receive compensation as incentive as set forth in this Plan. The amount of such incentive compensation shall be determined by reviewing the following criteria:

- A. Funds raised for the Annual Fund
 1. Funds exempt from incentive plan are recurring donations already secured by the School (ex. 1968 Club donors, donors who have given for at least the last 2 years in a row), donations from current staff, teachers and current parents. If there is any dispute as to whether a donation is exempt then the Cambridge Academy Board of Trustees will review and vote on exemption status.
 2. Funds raised from raffles designated by individuals to the Annual Fund are exempt from incentive plan.
 3. Incentive plan is not in effect for payment until the Incentive Trigger amount of at least \$20,000 has been met (excluding any pledges). The trigger must be met before incentive will begin to pay.
 4. All other donations (i.e. wills, property, etc.) are exempt from the incentive plan unless the donation was procured by the current General Fundraising Development position.

- B. Funds raised through the Annual Auction

1. Incentive plan will be based on net profit after all payments for auction items have been collected and all expenses for the Auction have been paid.
 2. Incentive plan is not in effect for payment unless the Incentive Trigger amount has been met. For the Annual Auction, \$15,000 after all expenses are paid must be raised to receive incentive pay.
- C. Funds raised through Grants awarded to the School
1. The dollar amount awarded in a Grant in either financial or other terms will be used to determine the incentive pay.
 2. In the event a Grant is for equipment or other non-monetary form of donation, then the cash value of that equipment or other donation will be used to determine the incentive pay. Incentive pay for non-cash items will come from the general operating budget of the school. All grant applications must be approved through the Board of Trustees before submission.

III. Payment Schedule

1. Annual Fund – Payment will be made once the initial trigger is met. Once the trigger is met, a payment will be made for the initial \$20,000 raised (\$3,000). For each \$5,000 raised another payment will be made. On June 30, 2017, any remaining incentive amount will be paid in full.
2. Annual Auction – If the Trigger amount of \$15,000 is met following the collection of funds of all items sold and after all expenses are paid, a payment will be made for the incentive amount at the end of the current month.

IV. Job Description

1. Annual Fund
 - All marketing material must be pre-approved by the Head of School, including but not limited to, presentations, mailings, flyers, e-mails and any other web based material.
 - If materials are to be purchased, prior approval will be required from the Business Office
 - Responsible for communicating with businesses in the Greenwood and Upstate area
 - Responsible for creating and maintaining an up to date alumni directory including e-mail and cell phone information as well as home address
 - Responsible for managing and/or restructuring current Annual Fund giving levels
2. Annual Auction
 - Responsible for obtaining location and setting date for auction.
 - Responsible for securing donations from businesses, friends and family of the School as well as coordinating activities with teachers for classroom projects for the auction.
 - Responsible for determining theme, decorations and entertainment.
 - Responsible for advertising and promoting event.
 - Responsible for set up of the event and the display of silent auction items.
 - Responsible for the cleanup after the end.

- Responsible for follow up of all items sold.
- Responsible for obtaining volunteers as needed

3. Grant Applications

- Responsible for coordinating with School staff and teachers of any needs in specific areas.
- Responsible for writing grant applications.
- Must have approval of Business Office for any application costs before applying.
- Responsible for researching and identifying possible grants.
- Responsible for helping to maintain documentation and tracking of grant money use and receipts.
- Responsible for gaining approval from the Board to apply for grant.

4. General

- Must provide own laptop or computer.
- Use of personal devices and any expense incurred (ex. cell phone, computer) is not reimbursed by the School.
- Use of personal vehicle and any expense incurred (gas, depreciation) is not reimbursed by the School (contact your tax advisor as to whether mileage can be deducted).

V. Confidentiality

All information acquired while performing the specific job duties relating to monetary donations made to the School are to remain confidential.

V. Termination

This agreement may be terminated immediately for cause. For the purposes of this notice, "cause" shall include, but not be limited to, a material breach by the Contractor of the Contractor's obligations as set forth herein, the conviction of the Contractor of any crime, other than routine traffic violations, actions by the Contractor involving moral turpitude, willful failure of the Contractor to comply with directives of the school administration, falsification of records, willful misconduct resulting in damage to School property, reputation, or Contractor's use or possession of illegal controlled substances.

If Contractor resigns during the period of service covered by this agreement, payment shall be made as set forth in the Incentive Plan Criteria and Payment Plan listed above.