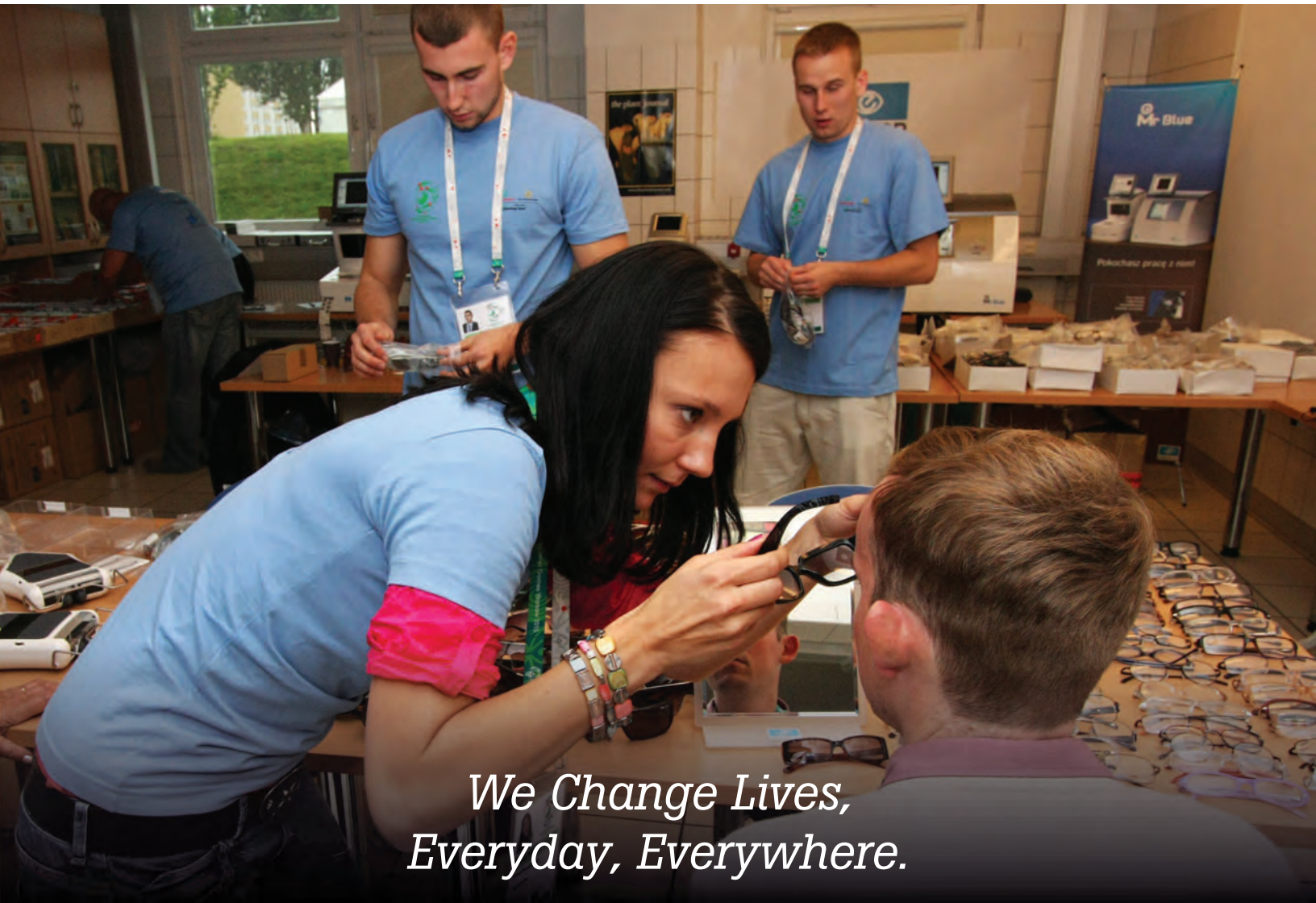


# LCIF Volunteer Coordinators



Lions Clubs International  
**FOUNDATION**



*We Change Lives,  
Everyday, Everywhere.*

LCIF Multiple District Coordinator  
Roles and Responsibilities

# LCIF MULTIPLE DISTRICT COORDINATOR POSITION DESCRIPTION

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 Chairperson and LCI President for a three-year term, although the duration of this term may vary in some parts of the world. MDCs report to the LCIF Chairperson and LCIF Steering Committee.

## 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 three-year term as the LCIF DC (in consultation with the DG Team and Steering Committee member)
- 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 CA Steering Committee Member**

- Update your area Steering Committee 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 strategies, 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 when possible
- Work with the 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

### Local District Governor Elect Trainings

- Work with the Global Membership and Global Leadership Teams locally to ensure LCIF is included in Multiple District DGE trainings

## 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
- 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 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 LCIF development strategies evolve, 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 LCIF development strategies identically. The strategies are 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 Steering Committee representative, but he/she is encouraged to work closely with the Council of Governors and other multiple district leadership including Global Membership and Global Leadership Teams. 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 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. 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.*



**Lions Clubs International  
FOUNDATION**

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