

Community Foundation

Business Overview



Offers opportunities for citizens and businesses to strengthen the community by inspiring generosity. The foundation also manages a scholarship program, allowing citizens the opportunity to improve their own lives through education.



CEO

1. Submits Loan Application to bank.
2. Oversees business operations and makes business decisions.
3. Opens Utility account.
4. Distributes business supplies.
5. Signs Insurance Policy and Lease Agreement.
6. Completes the Business Improvement Plan.
7. Prepares and gives speech at the Opening Town Meeting, if time permits.

CFO

1. Places supply order.
2. Submits online request for business loan.
3. Inputs employee payroll information.
4. Processes business payroll.
5. Prepares direct deposit enrollment paperwork.
6. Completes Loan Promissory Note.
7. Makes business expense payments.
8. Submits business deposits.
9. Makes business loan payments and tracks loan payoff progress.



CAREER COUNSELOR

1. Works with CEO to set counseling goals.
2. Becomes familiar with career counseling tools.
3. Greets customers and assists them with completing Holland Code assessment.
4. Assists customers with Mirror Me activity.
5. Offers opportunity for additional career discovery.

DEVELOPMENT DIRECTOR

1. Selects worthwhile non-profit community project(s) to support.
2. Sets the fundraising goal.
3. Collects Philanthropy Pledge from each business.
4. Prepares and sends non-profit invoices.
5. Collects donations from citizens.
6. Coordinates community support voting activity.
7. Reports donation total and community support results at Closing Town Meeting, if time permits.



MARKETING DIRECTOR

1. Creates marketing flyer.
2. Analyzes Business Improvement Plans applications to select award winners based on provided selection criteria.
3. Announces winners and presents awards to recipients.
4. Helps with the Community Foundation Newsletter (assists Newsletter Editor and Photographer when these positions are filled).
5. Assists the Development Director in accepting donations from citizens.

NEWSPAPER EDITOR

1. Designs a one page newsletter using the provided CANVA template.
2. Interviews JA BizTown citizens and uses responses in newsletter.
3. Works with Photographer to select best photos to include.



PHOTOGRAPHER

1. Acts as a photo journalist for the day by taking photographs of JA BizTown citizens in action working in their businesses.
2. Selects best photos for use in the newsletter.
3. Assists Newsletter Editor as needed with content.

