

<p style="text-align: center;">EXECUTIVE DIRECTOR</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all business payroll and expense checks. 5. Prepares and gives speeches at Town Meetings. 6. Work with business CEO's to determine participation and philanthropy donations and collects business donations. 7. Director sets the fundraising goal after Mayor determines the population count. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if Executive Director is not available.
<p style="text-align: center;">GRANT WRITER</p> <ol style="list-style-type: none"> 1. Works with the Philanthropy Team to select a non-profit to support. 2. Research the non-profit's mission, goals, and impact. 3. Director writes a Grant Application to a local foundation. 4. Determines a method of evaluating the Philanthropy Center's work for end of day reporting. 5. Assists the Program Manager with the collection of private citizen donations. 	<p style="text-align: center;">PROGRAM MANAGER</p> <ol style="list-style-type: none"> 1. Works with the team to select a non-profit to support. 2. Purchases the kit and supplies from the Supply and Delivery Center 3. Sets up an attractive display area to promote non-profit. 4. Collects philanthropy donations from individuals. 5. Leads philanthropy project of the day. 6. Reports total citizen philanthropy at the Closing Town Meeting.