



## CFD Volunteer Crisis Fund, Inc.

P.O. Box 4254  
Cheyenne, WY 82003

Position Contact:  
Jeremy Lopez, President  
CFD Volunteer Crisis Fund, Inc.  
307-421-5851  
president@cfdvcf.com

### Board of Directors

Jeremy Lopez  
President

Tiffany Hayes  
Vice President

Brent Hunter  
Vice President

Tasha Coe  
Treasurer

Aleyta Zimmerman  
Secretary

John Bever

Jayden Burton

Joe Lopez

Rashell Rodekohr

Bob Symons

The Board of Directors is seeking to fill two vacant positions! This board is a working board with several projects and a large dinner and auction once a year. All board members work together as a team to accomplish one goal, raise funds for the Cheyenne Frontier Days™ volunteers when they are in a crisis.

Applicants must submit a written letter of intent to the President of the organization **via email**, no later than **May 3, 2022**. Following the submission of the letters, interviews will be scheduled. In the letter of intent, please provide information as to why you would be the best fit for the position, your connection to CFD, why you would like to join a board, as well as contact information.

***The Director of Organization*** must have strong administrative skills. This individual needs to have a working knowledge of Microsoft Teams and other Microsoft products, such as Word and Excel. In this position, there will be a significant amount of tracking of data and information electronically, while maintaining the organization's archive. In addition, acting as the 2<sup>nd</sup> authorized person on financial accounts, assists the secretary, and providing the other board positions with historical data.

***The Director of Sponsorship*** needs to have excellent interpersonal skills, as they will be reaching out and working with our sponsors, both existing and fostering new relationships. To be successful in this position, this person will need to have a strong understanding of how sponsorship relations work. There will be some administrative work associated with this role in tracking the sponsors, calls, and ensuring they are receiving their level of sponsorship benefits, as well as keeping the board apprised of the progress.



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There is a monthly meeting held where the board members all attend, as well as communication via Microsoft Office 365 tools. In working together to best serve the volunteers, the board gathers/communicates shortly after receiving a request for funds. It is of the utmost importance that the volunteers are receiving feedback from the board as soon as possible. It is imperative that each board member responds accordingly.

Each board member must sign a non-disclosure agreement. This agreement states that the board member will not discuss applications for funds from the 501©(3) or the hopefuls. There is a handbook and code of conduct that each board member must agree to.

For more information, the CFD VCF can be reached at [marketing@cfdvcf.com](mailto:marketing@cfdvcf.com) or by visiting the website at [www.cfdvcf.com](http://www.cfdvcf.com).