

The Fund Development / Fundraising Chair will...

- Help build and maintain relationships with potential corporate sponsors, grant foundations, individual donors, or other possible funders.
- Assess the possible return for a number of fundraising event / initiative ideas. Assist in planning and conducting fundraising events.
- Research and help write grants and/or lead team members in doing this.
- Work with the Treasurer to design and launch fundraising programs and maintain a donor tracking and Thank You system.
- See to the timely completion of donor appreciation and thank you tasks.
- Oversee fundraising efforts during the annual fundraising events/campaigns. Keep board informed of progress.
- Provide board with needed tools to reach fundraising goals.
- Work with the Marketing team to frame and launch marketing efforts to promote fundraising efforts.
- Inform Marketing team of notable stories, successes, or other news or updates about fundraising that might warrant promotional efforts by the Marketing team. When needed, connect Marketing team to persons or sources to obtain further information about particular items of interest.
- Work with the Treasurer to advise on financial growth and strategy. Help create and add to our plan for financial growth for the year and 3 years ahead. Contribute to a long-term vision for a 3-5 year strategy.

The Fund Development / Fundraising Chair will also uphold regular board duties:

- Carry out the general responsibilities of a member of the Board of Directors. This includes helping fundraise, attending occasional organization and volunteer events, and leading others under your focus area to achieve organization objectives.
- Submit budget needs for your team to the Treasurer annually for the creation of the year's budget and submit revisions or additional requests to the Treasurer as needed for review by the board.
- Work with all other teams to collect, compile, frame, and disseminate organization news, information, stories, and other media.
- Lead or Co-lead a team of volunteers to help you achieve your team's goals. Recruit and lead volunteer team members to carry out the tasks of the Team. Assign work to team members, set the agenda and run team meetings, and record and post notes from team meetings or assign a team member to assist with these tasks. Ensure that team members have the information needed to do their jobs.
- Report to the full Board on team decisions/recommendations.
- Delegate necessary tasks or duties to other board members and confirming their completion by a set deadline in situations where you are unable to carry through a certain task/duty

Do You Fit the Bill?

We're hoping to work with some one with the following skills and experience:

Skills

- Ability to operate professionally in a nonprofit board environment—but know how to have fun, too!
- Good understanding of fundraising and financial management.
- Confidence representing us in public to companies, groups, and others as needed.
- Ability to network, get along with people from a variety of backgrounds, and identify common ground /interests with potential friends, community partners, and funders
- Ability to think in terms of long-term strategic planning and vision as well as short-term actions needed