



JOB DESCRIPTION: FUNDRAISING AND DEVELOPMENT CHAIR

Role: The role of the Chair of Fundraising and Development is to raise the money needed to fund the programs and activities of the LWVSFC. The role of the board in development is central to ensuring that the LWFSFC is adequately financed, so the Chair of Fundraising and Development also serves as Liaison to the Board.

Responsibilities:

1. Develop a Fundraising/Development Committee to plan and oversee fundraising/development activities for the LWVSFC. The committee may include non-League members as advisors/consultants.
2. Conduct regular meetings of the Fundraising/Development Committee to plan and oversee fundraising/development activities throughout the year.
3. Plan and coordinate an Annual Fund Drive (usually an end-of-year mail solicitation).
4. Make regular reports to the board on the status of fundraising efforts and to recruit their help with planned fundraising events, as appropriate.
5. For each planned fundraising activity, act as the (or appoint an) Event Chair, who is responsible for convening an Event Committee, planning and obtaining Board approval for the event, working with the PR/Communications Chair to publicize and promote the event, accounting for event income and expenditures in consultation with the Treasurer, and making a final report to the Board.
6. Work with the Outreach Chair and the Board to solicit large donations and/or sponsorships from individuals, businesses and organizations in the community, and to apply for appropriate grant funding for individual projects or the organization as a whole.
7. Work with the Membership Chair and the Board to promote Planned Giving within the membership.
8. Prepare files, notebooks, and final reports as are necessary to aid future Fundraising and Development Chairs.

Time Commitment: This job requires approximately 4 hours per week of work on a regular basis, and significantly more when there is an active fund drive or fundraising event being undertaken.