

## Fundraising Committee Member

Time Commitment: 6 hours/month

Works with: Program Director, Board Chair, Fundraising Committee Members



**Position Description:** Fundraising committee members are responsible for securing revenue for the organization in creative ways. The committee meets once per month to discuss upcoming opportunities, manage campaigns, and strategize on fundraising outreach.

Specific Duties:

- Attend monthly meetings (second Tuesdays @ 7 pm)
- Review provided materials ahead of meeting and participate in post-meeting action steps
- Contribute regularly to fundraising leads
- Help organize fundraising events

Preferred Skills:

- Event planning
- Written communication (solicitations, recognition/appreciation)
- Grant writing/management
- Comfortable with virtual/hybrid meetings
- Comfortable with Google Drive: Docs, Sheets, Forms
- Familiarity with donor management software

To Express Interest:

Please fill out our interest form [link] send a brief statement of interest to [info@organization.org](mailto:info@organization.org) with "Fundraising Committee Member" in the subject line. Statements should include skills and experiences relevant to the committee. Statements do not need to be formal, and shouldn't be more than 1-2 paragraphs.

Organization invites people from all experience levels and backgrounds to join our board committees! We benefit from all contributions; formal or professional experience is not needed to participate. We recognize that gifts to our organization come in the form of time, treasure, and talent.

Contact: [email and/or phone number for further info]