



MASCAT Consultants

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Board Fundraising Committee: Job Description

The Fundraising Committee has a very important job. Without funds there is no mission so fundraising is the corner stone of your organization. The Committee will oversee all of your nonprofits' fundraising activities. Its main duty is to support the Board and the organization in a structured process of raising funds.

Some duties are:

- ♥ **Annual Fund Drive:** to develop and maximize fund raising potential by identifying opportunities, serving as key leaders in fund drives, contacting potential donors, hosting events to cultivate potential donors.
- ♥ **Establish Donor Societies:** Program that sets donor levels for the solicitation of annual gifts at the \$1000, \$5000 and \$7500 levels to go toward the operational expenses for the program
- ♥ **Program Sponsorship:** Target donations from Corporate and Individual sponsors to raise funds to pay for a specific project or program expense
- ♥ **Major Donors:** Directed toward individuals who contribute larger gifts of \$10,000 or more which are also included in the annual fund.
- ♥ **Membership:** to advise the membership drive (if you have members) or **Community Outreach:** helping clarify the message and strategy used to put your mission before the public.
- ♥ **Planning a Major Fundraiser:** Forming a committee of Board members, volunteers and staff who will plan, formulate, implement and host a major fundraising event at least once a year.
- ♥ **Underwriting:** to help identify potential underwriting sources and assist in "opening the door" for your organization and to accompany staff on underwriting solicitation calls.
- ♥ **Grants:** to oversee the grant writing efforts of your organization and assist in networking with donors and foundations.
- ♥ **Special or Capital Campaigns:** to identify capital projects as needed and projected in your organizational strategic plans. Determine the feasibility of raising funds and assist in the direct solicitation of donors and foundations.

The Committee established TARGET goals for each of the fundraising projects mentioned above for an annual yield to match or surpass the annual operational expenses for the organization, reports to the Board of Directors regularly on the progress of these fundraising efforts and is responsible for all planning, feasibility recommendations, implementation of all fundraising activities.