

Fundraising Director

This director is a member of the Executive Committee as well as the Board.

Responsibilities: Responsible for developing an annual plan to raise sufficient funds from individual members and corporations to meet the requirements of the Association. The Fundraising Committee of the Board, which s/he chairs, provides guidance.

In a non-election year organizes two fundraising campaigns from individual members, involving arranging space for a follow-up telephone canvass, finding about 40 volunteers to work from 1 to 3 shifts over 7 or 8 evenings and 1 Saturday morning, drafting 1 or 2 appeal letters, drafting a kit or guide for canvassers and suggested telephone and voice mail scripts, preparing data sheets with information needed by canvassers to make phone calls plus briefing canvassers and generally supervising the operation.

Fundraising Director must maintain a Record of Contributions to the Association.

Experience & Skills

- Administrative management/organizational skills;
- Computer knowledge – experience with large data bases;
- Experience with fundraising is desirable;
- Experience with a voluntary organization is desirable;
- Experience in the Association and on the Board is desirable.

Time Commitment: Each fundraising campaign takes about 6 weeks virtually full time. In other periods the estimated time requirement is the equivalent of about 6 days per month full time.

The time commitment could be reduced for someone with good computer skills and ability to delegate and with experience in the position.