



Fundraising Committee Roles and Responsibilities

ROLES:

The Fundraising Committee supports the organization's mission by providing input, guidance, and active participation in financial development initiatives. The committee is responsible for ensuring the organization raises adequate funds to sustain its service delivery programs and meet its financial obligations to vendors, corporate partners, and the community. These efforts include, but are not limited to:

- Individual giving campaigns
- Special events
- Direct mail and marketing efforts
- In-kind donations

A Grants Sub-Committee focuses specifically on securing and managing grants, including application and reporting processes.

RESPONSIBILITIES:

1. Collaborate with the Executive Director and board members to execute the organization's fundraising plan.
2. Facilitate networking opportunities to connect the organization with potential donors and community supporters.
3. Actively participate in the planning, solicitation, and execution of annual fundraising initiatives.
4. Assist in donor stewardship by executing plans to recognize and thank donors.
5. Periodically evaluate fundraising outcomes and provide recommendations for improvement to the Board of Directors.

COMMITMENTS:

1. Attend at least 80% of Fundraising Committee meetings.
2. Make monthly thank-you calls to donors.
3. Collaborate with staff partners to develop and implement solicitation action plans.
4. Dedicate approximately 2–4 hours per month, including participation in committee meetings and related activities.

PRIMARY STAFF PARTNERS:

Executive Director, Committee Chair, and Board Members