



Fundraising Committee Job Description

Chair: Knowledgeable Board Member

Number of members: 5-10

The Fundraising Committee typically oversees the development and implementation of the Fundraising Plan and identifies external sources of support, e.g. sponsors, grants, employer match programs.

The Fundraising Committee is responsible for:

1. **Creating a fundraising plan** to meet the financial goals of the organization.
2. **Developing and overseeing corporate sponsor** campaign drive.
3. **Working with third-parties** who offer to fundraise on behalf of Friends through an event, donation drive, etc.
4. **Monitoring fundraising efforts** to be sure that ethical practices are in place, donors are acknowledged appropriately, and that fundraising efforts are cost-effective.
5. **Creating a communication plan** to ensure consent messaging on social media, website, email blasts and/or direct mail.
6. **Building and marketing online fundraising campaigns** and track donations using Network for Good application.

Below are some specific tasks Fundraising Committee might undertake:

- Establish a fundraising plan and annual fundraising calendar.
- Review fundraiser planning budget and post fundraiser analysis.
- Create a communication plan.
- Thank and acknowledge donor and sponsor gifts.