

5i) Position Description – Member of Fund Development Committee

Incumbents: Various

Incumbent Contact Information: Through Executive Director, Heather Smith

Summary:

Members of the Community Fund Development Committee meet to make decisions with respect to donation and fund development strategies, and to implement those strategies.

Duties:

1. Attend Fund Development Committee meetings, as called.
2. Participate fully in discussions about fund development strategies, donor relationships and donor communications.
3. Participate in the implementation of fund development strategies which may include, subject to comfort level, activities such as informing a potential donor of the rationale for making a donation, or thanking a donor for his/her donation.

Skills:

Experience or education in fund development is an asset but not required.