

GOLDEN RETRIEVER RESCUE OF THE ROCKIES
JOB DESCRIPTION
Fundraising Committee Chairman

Title: Fundraising Committee Chairman

Reports to: President

Role: To lead the fundraising committee, oversee the development of GRRR's annual fundraising plan, and provide advice and support on its implementation

Term: 2 years

Time Expectations: Varies by season, from 2 hours a week ongoing, to as much as 15 hours a week during implementation of larger events and/or activities

Responsibilities:

- Chair the Fundraising Committee and report to the board
 - Assure members of the committee are heard and input is considered.
- Assure organization's ROI (return on time & money) on fundraising activities is the priority consideration.
- Coordinate with Executive Director, committee, board volunteers and third party vendors, as appropriate
- With the Executive Director and committee, develop annual fundraising plan
 - Assure each element of the plan is communicated to appropriate parties to assure effective completion of each task
 - Be the primary communication interface with the Board
 - Regularly review the plan status and communicate needed adjustments
- Interact with Executive Director, accounting and treasurer regarding expenditures and financial reporting.
- Advise organization on ways to improve fundraising outcomes (example: events, effective donor communication...etc)
- Manage fundraising expenses proactively and consistently

Skills:

- Understanding of major components of fundraising – events, major donor programs, communication...etc.
- Understanding of acceptable limits on ROI (time and money)
- Understanding of the dynamics of working with volunteers