

Volunteer Position: **Fundraising Committee**

**Basic Job Expectations:**

General Description of Job: Design and implement both established fundraising events and potential new events.

Desired Number of Volunteers: 2-4 who will work with a Board of Director member and function as the Fundraising committee, a sub-committee of the board. The Chair of this committee can be any member of the committee.

Expected Number of Volunteer Hours: 4-6 Hours per month, with needs varying based on scheduled events.

**Essential Duties and Required Skills:**

- Create, design, shape fundraising events and non-events that will reflect the service Shenandoah Alliance for Shelter provides and encourage support in our cause. Envision new ways to reach untapped supporters, inspiring and educating them to the needs of SAS as well as providing new insights to current fundraisers, such as The Empty Bowl and Attic Treasures Appraisal Fair.
- Decide how the fundraiser will be organized and implement the plan, answering questions such as:
  - Who needs to be involved and what resources are required?
  - When and where it will be?
  - What advertising is required and who will be responsible?  
(i.e. Public Service Announcements, Newspapers, Facebook, Website, mailings)
  - What donations (in-kind and monetary) need to be solicited for the event?
  - Who will write thank you notes and recognize supporters?
- Further maintain the current successful fundraisers, taking responsibility for their organization in areas such as:
  - Developing a timeline and goals for preparation, the actual event and follow-up.
  - Inviting volunteers to help and educating them for their assigned task.
  - Assuring that the necessary items are being collected, purchased or brought.
- **Required skills include:** A gift for thinking outside the box, creatively considering ways to raise support and awareness of our mission. The ability to make decisions and follow through with a plan. The ability to ask people for their help both through donations and involvement. A commitment to keeping the SAS Staff apprised to how the plans are going and relying on them for guidance.