

Development Committee Volunteer

Summary

The Development Committee is responsible for creating, directing, and monitoring a comprehensive and tactical fund development plan to generate revenue for the Centre for Family Literacy.

Responsibilities

- Provide input and guidance into the development of the annual fundraising campaign plan
 - Monitor and evaluate progress in meeting fundraising targets
 - Promote and support fundraising events and activities by attending, volunteering or giving monetary/in-kind assistance to the level that you are able
 - Support staff and volunteers to identify, research, solicit, foster and steward donors and prospects so as to build a pipeline of on-going support
 - Oversee the formation and review of policies and procedure associated with development activities
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Skills and Qualifications

- Commitment to the vision, mission and goals of the Centre for Family Literacy
 - Personal attributes include active contributor, responsible, team player, problem solver, creative thinker, and strong interpersonal skills
 - Willingness to assist staff with soliciting gifts at required levels for annual, and special event programs
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Time Commitment

- Approximately 10 committee meetings a year (2 hours each)
 - Approximately 20 hours of additional time a year supporting events and activities
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Benefits

- Opportunity to enhance fund development skills
- Opportunity to network with others and share one's knowledge and leadership skills
- Opportunity to support families in improving their literacy skills