



Position: Director of Funding

Reports to: Board of Directors

The primary duty of this Board of Director's role is to ensure that fundraising issues are being addressed at the board level by monitoring the status of fundraising efforts from a strategic vantage point.

Principal Accountabilities:

Provides strategic oversight of the ministry's fundraising initiatives

- Communicates with the board of directors on a regular basis to apprise them of the fundraising status
- Solicits board participation in the fundraising process, including personal donations and access to the board members' network of individuals to promote giving by the larger community
- Monitors fundraising benchmarks provided in the financial reports, and creates accountability with other board members for the solicitation of funds

Works with the Executive Director (ED) to establish fundraising goals

- Collaborates with the ED to create a funding strategy for each budget cycle
- Provides assistance to the ED or development officer in the planning process for event-based fundraising initiatives
- Welcomes communication from the ED or development officer, and will assist in any brainstorming needs along fundraising lines

Leads fundraising committee as needed

- Provides leadership for the fundraising committee when special needs arise, such as capital campaigns, expansion costs, or special projects requiring a special fundraising drive
- Serves the board by taking the responsibility to do the completed staff work (straw man activities and strategic thinking) outside the board meeting in order to maintain the decision-making culture of board meetings [*versus using board meetings for brainstorming—be sure to delete this comment if using job description as a template*]

General Board Principles:

Consistent with accepted board principles, board activities are to remain at the strategic level, and at no time should a board member take responsibility to manage staff or other operational resources of the organization. Any operational concerns should be directed to the Executive Director. It is the responsibility of the Executive Director to execute the strategy at the operational level.

Board Expectations:

- Board members serve a term of **3** years, with eligibility for renewal*
- Expected time commitment: approx. 10 hours per month (including meetings and committee work) as a working board.



- Attend and actively engage in 4 scheduled board meetings annually
- Serve on committees as needed (e.g. finance, governance, outreach)
- Prepare in advance by reviewing materials and reports
- To give a minimum of **\$80.00** a month

* Board members serve a term of three (3) years and may serve up to two (2) consecutive terms. After completing two consecutive terms, a board member must rotate off the board for a minimum of one (1) year before being eligible for reappointment.

Board Member Name

Board Member Signature

Board Member Start Date