

Fundraising Chair

The Fundraising Chairperson is a volunteer position responsible for the planning, supervision and coordination of all Rebuilding Together Fairfield County fundraising efforts to meet local and national goals, with the assistance and approval of Rebuilding Together Fairfield County board members. This includes recruiting and working with a committee of volunteers and developing community resources. Each job responsibility may be completed by the Fundraising Chairperson, a board member at large, a committee member or paid staff. Additional, alternate or shared positions may be created to further the growth of the affiliate and to alleviate pressure on key volunteers.

Reports to: Board President and board members

Responsibilities:

Fund Development

- Develop fundraising events and activities to ensure adequate funding to meet Rebuilding Together Fairfield County goals
- Research new fundraising events or enhancements to current events and make proposals for board approval
- Create or update fund solicitation package
- Monitor progress on fundraising goals and objectives set by the board
- Oversee fundraising event progress and control expenditure
- Evaluate each fundraising event within three weeks and prepare a brief report for future event planners
- In partnership with other Rebuilding Together Fairfield County board members, identify and solicit potential individual donors and corporate sponsors
- Follow up on board-generated funding leads
- Cultivate and maintain long-term relationships with existing and potential donors
- Assist treasurer in collecting pledges
- Research and prepare applications and funding proposals
- Ensure that donors receive appropriate recognition for their participation and contributions in all Rebuilding Together Fairfield County publicity materials
- Liaison with public relations chairperson to ensure Rebuilding Together Fairfield County receives maximum publicity at each fundraising event
- Serve as advocate for Rebuilding Together Fairfield County and its mission

Board Role

- Work with the board and all board committees to prepare an annual fundraising plan and long-term strategic fundraising objectives
- Serve as liaison between fundraising committee members and the board
- Compile information for fundraising reports to the board
- Prepare specific recommendations for discussion or decision for each board meeting
- Attend monthly board meetings and activities, including special events and retreats
- Recommend potential board members to the nominating committee throughout the year
- Perform other duties as assigned by the President on behalf of the board

Desirable Qualifications:

- Knowledge of community resources, especially funding availability
- Working knowledge of Rebuilding Together Fairfield County bylaws
- Ability to handle multiple tasks simultaneously
- Ability to handle all Rebuilding Together Fairfield County business with tact, enthusiasm and commitment
- Ability to communicate effectively
- Ability to motivate individual volunteers and volunteer committees
- Ability to delegate
- Public speaking ability
- Creativity
- Ability to do basic budget forecasting and maintain control of financial expenditures for fundraising events
- Ability to identify fundraising opportunities
- Ability to make "cold calls"
- Experience in resource development and marketing preferred
- Knowledge of local philanthropic community preferred

Average Time Commitment:

Five hours per week, 15 - 20 hours prior to fundraising events

Note: All Board Members are expected to contribute a nominal donation of their choosing to Rebuilding Together Fairfield County

If you are interested in exploring this opportunity with us, please submit your resume to:

careers@rebuildingfairfieldcounty.org