



**Position: Member, Fund Development Committee
(VOLUNTEER)**

Reporting to: Chair of the FD Committee / Board of Directors

Hours/week: 1.5 hours/week (*monthly meetings with tasks assigned between meeting dates*)

Term of volunteer position: 2 years with a renewable term

Location of volunteerism: Remote meetings with the potential of occasional in-person meetings and in-person fundraising events

Position Purpose: The purpose of the Fund Development Committee (FDC) is to assist the Board of Directors (BOD) of Restorations Second Stage Homes (RSSH) in fulfilling its governance responsibilities with respect to fund development, fundraising, and meeting the revenue generating obligations of the charity. The Fund Development Committee is a Standing Committee of the BOD that advises and reports to the BOD.

A volunteer member of the Fund Development Committee will lend their expertise to seeing the work of the committee completed.

Responsibilities of the Fund Development Committee

- Work in collaboration with the Executive Director and staff to develop a revenue diversification strategy based on RSSH's strategic priorities.
- Create a Fund Development plan that supports and encourages community and corporate engagement with RSSH in both the short term and long term.
- Support staff and volunteers to identify, research, solicit, foster and steward major prospective donors so as to build ongoing support.

- Establish, run, promote and support fundraising events/activities by attending, volunteering and/or giving monetary/in kind assistance to the level that committee members are able.
- Monitor and evaluate progress in meeting fundraising targets.
- Identify and maintain a list of existing and potential sponsors and donors.
- Assume the lead for chosen fundraising activities.
- Oversee, in collaboration with the Communications Committee, the management of interactions with stakeholders: promotion of events, obtaining funds or in-kind services, and ensuring the recognition of donors as well as the stewardship and reporting of gift impact.
- Oversee the formation/review of policies and procedures associated with the FDC's activities so that they are conducted in accordance with CRA regulations, that they adhere to fundraising best practices, and so that they are in keeping with any agreements with partners, sponsors, companies or agencies.
- Perform such additional tasks as delegated to the committee from time to time.

Competencies

A volunteer with knowledge, experience, and/or training in the field of fund development and fundraising which could be measured in any of the following:

- A knowledge of and a passion for the mission and vision of Restorations and an understanding of and commitment to those whom Restorations serves.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Personal qualities of integrity, credibility, and commitment.
- Ability to advocate and influence change.

Essential Skills and Abilities:

A volunteer that has prior experience and/or professional expertise in one or more of the following areas:

- Fundraising
- Community Partnership Development
- Stakeholder Relationship Building

- Event Planning
- Marketing/Communications
- Advocacy
- Public Speaking
- Networking

Requirements

- Current Criminal Record Check with vulnerable sector screening required.
- Commitment to Restorations' mission, vision, values, and priorities.
- Adherence to Volunteer Code of Conduct.
- Willingness to dedicate quality time to participate actively in events planned by the committee.
- Interest and expertise in the areas that advance the committee's responsibilities.

Resources that contribute to the role description:

- Fund Development Committee's Terms of Reference