

Community Health Services Job Description for Fundraising Committee

Committee Charge:

The Fundraising Committee sets the vision for and manages the overall fundraising strategy of Community Health Services (CHS).

The Committee meets quarterly or as often as needed.

Accountability:

- The Fundraising Committee is a standing committee established annually by the Board of Directors.
- The Fundraising Committee reports to the Board of Directors.
- The Chair is to be determined by the Committee annually.

Composition and Term of Service:

- The committee will have a minimum of three members.
- The Director of Development & Communications is assigned to serve on the committee.
- The terms of service will be one year, with opportunities for serving additional terms.
- The majority of committee members will be members of the Board of Directors.

Duties:

- Work with CHS Executive Director and Development Director to define the short-term and long-term funding needs of CHS.
- Contribute to and review the fundraising plan to ensure progress toward annual and long-range funding goals.
- Set priorities for fundraising efforts; evaluate plans and strategies; and present outcomes to Board of Directors as appropriate.
- Work with Director of Development to identify and solicit funds from external sources of support including but not limited to: foundations, corporations, community organizations, and individuals.
- Support the organization through the planning and implementation of fundraising events and campaigns.
- Engage in advocacy and networking.
- Host site visits by local, state and national policy-makers, grant-makers, and other stakeholders.
- Collaborate on the issuance of media releases as appropriate.
- Encourage participation of the full Board in fundraising efforts.
- Identify and recruit community leaders to serve with Board members on Fundraising Committee.