

Volunteer Fundraising Committee

Reports to the Executive Director

Are you looking for a rewarding volunteer opportunity? Are you a creative thinker? Do you have a large network of potential donors? Do you get excited by planning events? Do you know how to create buzz?

We are looking for volunteers to join our Fundraising Committee. This committee develops and implements TLG's yearly fundraising plan. Providing free Literacy and Essential Skills programs is expensive and money raised in addition to our ministry funding is critical.

Benefits of Volunteering on this Committee:

- Gain non-profit committee experience
- Gain event-planning experience

Responsibilities:

- Attend monthly meetings and others as required, e.g. subcommittee meetings
- Assist in developing and implementing the yearly funding plan
- Assist with the planning and management of fundraising events
- Contribute to decision making in all areas of committee activities
- Take on and fulfill tasks related to completion of the activities and reaching committee goals. (E.g. Soliciting event sponsors, securing in-kind donations, collecting donations for raffles etc...)
- Report to committee on assigned tasks in a timely manner
- Serve on sub-committees for specific projects and events
- Assist with recognition activities
- Assist with all other general fundraising activities as needed

Qualifications:

- Related experience with fundraising
- Skilled in one or more areas of fundraising, marketing, communications, public relations, promotion is an asset
- Time and energy to contribute as a member and volunteer to the Fundraising Committee and related tasks, events and activities
- Experience with using the Microsoft Office suite on a professional level
- Graphic design software proficiency is an asset
- Excellent verbal and written communication skills

Commitment:

- Minimum 1 year commitment
- 2-3 hour meetings once per month (minimum)
- Meetings may be more frequent as required by the committee or task workload
- Increased commitment is anticipated prior to and during event dates
- Provide feedback to the Executive Director for continuous improvement