

Position Description Fundraising Committee

Purpose of position

To help plan and implement 2-4 fundraisers per year to fund part of the operating budget as well as support costs of special projects outside of the budget (eg, playground, technology or AV improvements, etc). Funding needs established by the XTeam and Generosity Ministries Team.

Responsibilities

1. Attend committee meetings.
2. Assist with the selection of fundraisers.
3. Recruit support and coordinate person-power for fundraiser events. For example, recruit people to bring food, arrange performers, hire a DJ or auctioneer, donors of auction items, coordinating with a travel agent for a “dinner anywhere” raffle, etc.
4. Arrange logistics for fundraiser events such as setting up an auction website, creating publicity within and beyond the Fellowship, printing raffle tickets or BINGO cards, reserving a dunk-tank or a juggling act, etc.
5. Support the implementation of the event such as setting up and cleaning up on the day or night of the event, staffing a table in the Fellowship Hall to give and receive raffle tickets, etc.
6. Coordinate with the XTeam and Staff for legal, policy, and implantation guidance and approval, and for support in communicating and supporting various fundraising activities.

Qualifications

1. Strong interest in creating fun and interpersonally connecting events.
2. Good organizational and communication skills.
4. Ability to work collaboratively with committee members and staff.
5. Ability to contact a variety of people, including those you may not have met.
6. Ability and willingness to discuss the mission and vision of the Fellowship and our need for additional funding, and to raise funds for our programs and ministries through these efforts.

Amount of Time Required

The amount of time varies depending on the time of year and events being planned. Expect to put in 4-6 hours per month.

Length of Commitment

Our hope and expectation is that a committee member will make a one-year commitment which can be renewed indefinitely.

Training and support provided

Training and support provided by the Executive Team with possible support from UUA staff.

Responsible to

Generosity Ministry Team, with Senior Minister