

Position Description: Events & Fundraising Team

Purpose of Position:

To help plan and implement fun community-building events and fundraisers throughout the year. These events support our membership, reach out to the wider community, and also 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 are established by the XTeam, Board and Generosity & Engagement Ministries Team.

Team Structure:

The Events & Fundraising Team is comprised of between 5-10 people, with one lay person as committee chair. Staff support is given directly by the senior minister and director of finance and operations, with additional staff support from the assistant minister and secretary as appropriate.

Responsibilities:

1. Attend monthly committee meetings.
2. Assist with the selection of events and 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 for 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, 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 Executive Team and Staff for legal, policy, and implantation guidance and approval, and for support in communicating and supporting various events and fundraising activities.

Qualifications:

1. Strong interest in creating fun and interpersonally connecting events.
2. Good organizational and communication skills.
3. Ability to work collaboratively with committee members and staff.
4. Ability to contact a variety of people, including those you may not have met.
5. 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 by the Executive Team with possible support from UUA staff.

Responsible to:

The Generosity Ministry Team, with Senior Minister as lead staff person.