



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Special Event Fundraising Committee
REPORTS TO: Director of Development

HOURS

Special event fundraising committees meet once per month, and meeting times can be adjusted based on volunteer availability. Other activities of the committee person can be completed as personal schedule allows.

TASKS

- Work with a committee of three to ten individuals to ensure the financial success and viability of a specific special event
- Set fundraising goals
- Assist in planning event logistics
- Actively pursue sponsors and/or donations
- Promote the fundraising event in volunteer's personal network and to the larger community
- Secure volunteers to provide support on the day of the event
- Administrative support as necessary
- Other tasks as assigned

QUALIFICATIONS

- Excellent interpersonal skills and extensive community contacts
- Desire to achieve fundraising goal
- Access to e-mail is helpful
- Valid driver's license and/or transportation

BENEFITS

- Develop or refine event planning and fundraising skills
- Community networking
- Assist in building a firm base of special event revenue for the Center
- Complimentary attendance at fundraising event