**Volunteer Position: Fundraising Committee Chair**

**Supervisor:** Executive Director

Building Beyond the Walls creates an experience through inclusive hands-on construction skills training that increases confidence and self-reliance. By focusing on projects that give back, we connect individuals more deeply in their communities.

We build community by:

* Bringing strangers together for a common purpose.
* Building a small structure to fulfill a community need.
* Asking class participants to donate a specific number of hours of community service in exchange for the free training.
* Partnering with community organizations to provide lunch on construction training days and share their mission and work.

**Responsibilities:**

The purpose of this committee is to lead the organization in efforts to attract money and services needed to carry out the mission of the organization.

The fundraising committee may be divided into sub-committees that work together to achieve this goal. Leadership positions for fundraising include (one person may hold more than one role):

* Auction/Gala committee Chairperson
* Newsletter Team
* Appreciation Team
* Grant Writing Team
* Special Event Team

Key responsibilities for the Fundraising Chair:

* Work with the Executive Director to define the short- and long-term fundraising needs of Building Beyond the Walls.
* Make a serious commitment to participate actively in the committees’ work, including substantive participation in committee meetings and discussions.
* Hold one Fundraising Committee meeting each month.
* Responsible for sending meeting recap minutes to committee and Executive Director within a week of meeting.
* Volunteer for and willingly accept assignments and complete them thoroughly and on time.
* Stay informed about committee matters, prepare well for meetings, and review and comment on minutes and reports.
* Get to know other committee members and build a collegial working relationship that contributes to consensus.
* Actively participate in the committees’ annual evaluation.
* Develop a strategic action plan and participate in fundraising activities.
* Review the funding plan to ensure progress toward annual and long-range funding goals.
* Contribute financial and/or in-kind support and encourage others to do so.
* Identify and recruit community leaders to serve and participate in fundraising activities.
* Closely work with staff to identify and solicit funds from external and diverse sources of support.
* Track donations.
* Have fun!

**Skills and Qualifications Needed:**

* Strong connection to the purpose and mission of Building Beyond the Walls.
* Project management experience and skill.
* Communication skills, both written and verbal.
* Ability to communicate and work with people with a variety of styles and backgrounds.
* Knowledge of Microsoft Word and Excel very helpful.
* Ability to deal with deadlines, stress and most importantly keep your sense of humor.

**Time Commitment:**

This position is year round and requires a minimum one year commitment. The Committee meeting time is flexible and based on team needs, but should be consistent. The position requires a five to ten hour a month commitment and fills a vital role to our organization.

**Training:**

All volunteers submit an application and agree to a background check.

All volunteers will attend an orientation and trainings that include:

* Best practices, policies, procedures and expectations.
* Information on Building Beyond the Walls’ mission, vision, and core values.
* Volunteers are encouraged to take first aid and mental health training through resources in their community (e.g., Fire Department or mental health agencies).
* Volunteers are encouraged to take additional training as it is presented. If a volunteer would like to get additional training, relative to the job, we encourage you to talk with your supervisor.

*All volunteers must undergo the Building Beyond the Walls volunteer application and on boarding process.*