



## Director of Fundraising Roles & Responsibilities

**Board Position:** At Large Board Member

**Location:** Several/Flexible

### Volunteer Availability

- Volunteer in the Office (Pit Stop)
- During Business Hours (daytime, M-F)
  - Could have to respond to emails/votes during the business day
- Volunteer from home
- On weekends and/or evenings
- Flexible
- Project-Based

### Benefits of this position:

- Meet new people/ Get to know the community
- Build resume
- Learn new skills
- Gain leadership experience
- Give back to others
- Have fun
- Explore a career

### This role would fulfill the following Volunteer Interests:

- Teach and train others
- Work with logistics
- Be out in the community
- Fundraising
- Interact directly with potential adopters/ volunteers
- Work with technology
- Help with special events
- Work with numbers/data
- Work independently
- Work with a team
- Lead a team
- Interact with media
- Place/manage volunteers

**Purpose:** The Director of Fundraising's purpose is to provide leadership, guidance, organization and facilitation of fundraising efforts.

### Key Responsibilities:

- Coordinates with the Director of Events for events
  - Focus on sponsors, donations, and prizes
- Oversees Coordinators
  - Ruff Ride
  - Golf Outing
  - Grant Team
  - Annual/Quarterly Events
  - Capital Campaign
- Builds relationships within the community to sponsor/support/fundraise for the rescue
- Provide leadership and guidance
- Assess and manage donation and fundraising needs

- Apply policies, regulations, and procedures
- Ensure approved budget for Fundraising is reviewed, applied and spending documented correctly
- Helps develop and implement new fundraising opportunities
- Recognizes the contributions of all parties that sponsor/facilitate/fundraise
- Ensures volunteers receive training to handle fundraising opportunities appropriately
- Coordinate volunteers needed for Events/Fundraisers as needed

**Qualifications:**

- Demonstrated commitment to mission of the AHeinz57 Pet Rescue and Transport, Inc.
- Have knowledge of overall functions/processes of fundraising and for the monetary/donation needs.
- Demonstrate the ability to work well in stressful situations and in a team-oriented setting while remaining well organized.
- Must have the ability to lead and manage others including resolving conflicts.
- Willing to learn/train on new software opportunities.
- High level of communication skills (verbal, written, face to face).
- Ability to complete work with very little oversight/management involvement.
- Work with a team and independently within projects/tasks.

**Training:** No formal training is needed for this role; person should have some knowledge on how events work. This position reports to the Vice President who can train within each event opportunity.

**Appointed by:** AHeinz57 Pet Rescue and Transport, Inc Board of Directors

**Reports to or Partners with:** Reports to Vice President, partners with Events, Public Relations and Volunteer Directors

**Length of Appointment:** 1 year

**Time Commitment:** 20-40 hours per week (depending on events/projects)

**Development Opportunities:**

- Gain leadership experience
- Manage and develop volunteers
- Possible promotion within the organization
- Opportunities to represent the organization to internal and external groups