

POSITION DESCRIPTION – FUNDRAISING COMMITTEE MEMBER

1.1 OVERVIEW OF ROLE

POSITION TITLE: Fundraising Committee Member – appointed for 12 months

REPORTS TO: The Board of Dandelion Support Network ‘DSN’

POSITION SUMMARY:

The Fundraising Committee Member is a member of the Fundraising Committee. The Committee Member will support of the organisation through assisting the Board and the Partnerships and Events Manager in the effective discharge of their responsibilities for brand awareness, community engagement and fundraising activities.

The key focus of this role is to assist in progressing DSN strategic revenue initiatives and brand awareness opportunities.

This is a part time volunteer position. The Committee Member is required to attend one (1) meeting per month for the first 3 months, then the Committee shall meet at a minimum once a quarter. Between meetings there will be individual Committee member tasks allocated to progress as required (as per the annual Committee activity plan).

1.2 KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	TASKS
Fundraising Activity Plan	<ul style="list-style-type: none"> Contribute to the development of an annual revenue initiatives plan. Assist in the progress and delivery of the initiatives.
Brand Awareness	<ul style="list-style-type: none"> Increase the reach of the DSN brand by promoting the work of DSN. On occasion, the opportunity will be available for Committee Members to assist the DSN GM and Partnership and Events Manager by attending fundraising and community events and engaging with existing donors.
Partnerships and Sponsorships	<p>Working with the Partnerships and Events Manager</p> <ul style="list-style-type: none"> Identify and develop partnerships between DSN and new external partners, including corporate government and community stakeholders. Build sustainable relationships with potential philanthropic sponsors.

1.3 SKILLS AND ATTRIBUTES REQUIRED TO PERFORM THIS ROLE

ITEM	DETAILS
Experience	At a minimum candidates will display a proven ability to progress

	<p>organisational goals to completion and a willingness to grow.</p> <p>The Committee members will be considered with respect to the following skills and attributes:</p> <ul style="list-style-type: none"> • Local knowledge and engagement within the Greater Sydney or Illawarra region. • Community engagement • Direct fundraising experience • Understanding of sales processes • Managing sales and marketing support infrastructure • Experience delivering events. • Strong communication skills, including written and verbal. • Understanding of not-for-profit organisations and how they run. <p>Additionally, consideration will be given to aligning candidate skills and attributes to the overall composition of the Committee.</p>
Personal Attributes	<ul style="list-style-type: none"> • High level of energy and enthusiasm. • Initiative and innovative thinking style. • Ability to work within a team. • Good time management skills. • Proven ability to progress and complete initiatives.

1.4 KEY RELATIONSHIPS

WHO	NATURE OF INTERACTION
Dandelion Board	<ul style="list-style-type: none"> • Committee Report to Board quarterly, delivered by Committee Chair.
Partnerships and Events Manager	<ul style="list-style-type: none"> • Work collaboratively with the Partnership and Events Manager, who is also a Committee member.
Fundraising Committee	<ul style="list-style-type: none"> • All Committee members attend and contribute to monthly meetings, progress agreed Committee actions and contribute to annual revenue initiatives plan.
General Manager	<ul style="list-style-type: none"> • Work with on occasion.