

Fundraising Committee Description

www.tenlivescatrescue.org

development@tenlivescatrescue.org



Purpose

The fundraising committee shall be responsible for raising funds to ensure the financial viability and stability of the rescue, as well as secure the operating funds necessary to fulfill the rescue's mission.

Qualifications

- Enthusiasm and passion for [Ten Lives Cat Rescue](http://www.tenlivescatrescue.org)'s mission
- Ability to keep commitments and dedicate time to committee responsibilities
- Good networking skills and connections in the community
- Excellent communication skills
- Experience in fundraising is a plus

Committee Member Expectations

- Help develop and implement fundraising opportunities that promote the mission of Ten Lives Cat Rescue while raising funds to sustain the organization.
- Actively participate in meetings, contribute to discussions and brainstorming, and share creative ideas.
- Help build and maintain relationships with current and potential donors and sponsors.
- Solicit in-kind donations and/or sponsorships from individuals and businesses.
- Help develop strategies to encourage new or increased contributions.
- Help with administrative duties such as:
 - Drafting and mailing donor and sponsor solicitations and acknowledgements.
 - Maintaining donor database.
 - Drafting events and fundraising materials.
 - Assisting with drafting proposals and reports.

Committee Chair Expectations

- Provide leadership for the committee, including meeting the expectations outlined above and ensuring the committee members do, as well.
Organize committee meetings monthly or based on the present needs of the rescue, create meeting agendas, and distribute agendas prior to each meeting..
- Facilitate communication and discussion during committee meetings.
- Take minutes during meetings and bring action items and recommendations to the Executive Director when necessary.
- Act as liaison between the committee and the Board of Directors.

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- Attend Board of Directors meetings as required to report on the work of the committee, and to receive guidance and seek approval for action items/plans as needed or requested.
 - Appoint, welcome, and orient new committee members in consultation with the Board of Directors.
 - Should the Committee Chair need to resign for any reason, it is requested that they train their successor.

Time Commitment

The estimated time commitment for this role is 2-3 hours per month depending on the needs of the rescue. The committee meets virtually once a month.

Benefits

- Committee members will gain experience utilizing fundraising and communication skills, developing and enhancing leadership skills, and receiving exposure to nonprofit governance.
- Committee members' service will impact more than 500 cats annually, and will help dramatically improve the lives of cats in our community.
- Invitations to the rescue's volunteer appreciation party.
- Volunteer with a dedicated group of individuals who are passionate about helping cats in our community.

To learn more about joining our fundraising committee, please submit our [committee interest form](#).