

FUND DEVELOPMENT COMMITTEE CHAIR

Job Description

The Fund Development Chair is a member of the Board of Directors and is in charge of activities related to ensuring LWVA's financial sustainability. It is not a sensitive position with respect to the League's non-partisan policy.

GENERAL RESPONSIBILITIES

- Understands and carries out the duties of the Fund Development Chair.
- Maintains and stores information vital to specific job performance (via hard copy files, electronic documents, and/or emails).
- Trains successor and passes on vital information in a mutually agreed time and manner.
- Ensures that documents essential to LWVA as a whole are archived in the LWVA's Dropbox account at <https://www.dropbox.com/home/LWVA>.

SPECIFIC DUTIES

- Works with the Budget Committee to assess the financial needs of LWVA.
- Prepares an annual financial development plan and budget.
- Develops Planned Giving materials (print and online) to build ongoing relationships with long-time members and encourage legacy giving.
- Works with Membership Committee on annual membership renewal letter to encourage and solicit additional donations from members.
- Identifies opportunities for supplemental funding through grants, community organizations, matching funds, family foundations and donor advised funds.
- Oversees the development and organization of special fundraiser events.
- Works with the Board and committees to identify opportunities to encourage engagement and educate membership about the financial sustainability of LWVA.

* See LWVA website for Non-Partisan and Diversity policies.
Adopted January 2021.