

Spirit of Harmony Foundation

Position Description

Fundraising/Special Events Committee

Objectives:

- Function as a think tank to propose and develop fund raising ideas/events, locally and nationally (events that do not rely on direct participation or attendance of Todd...his attendance should be viewed as a bonus, not a pre-requisite for a successful event).
- Create an important revenue stream for the Foundation.
- Increase visibility for the Foundation.
- Cultivate partnerships and relationships with other complementary organizations and businesses to aid in the implementation of events.

Position Description:

As a member of the Fundraising/Special Events Committee, you agree to participate in a monthly 60-minute brainstorming and planning conference call. Once the team is assembled through consensus these meetings will be scheduled at a regular time and day each month.

Responsibilities:

- Offering creative ideas to the committee and volunteer for hands-on tasks to carry forth the committee's work.
- Willing and able to work on their implementation.
- Breaking into smaller teams between monthly meetings, to flush out details to implement event ideas.
- Being fully familiar with the Policies and Procedures for Foundation Fundraising (<http://spiritofharmony.org/images/FundraisingPolicies.pdf>), and must abide by the guidelines therein.
- Committee members must have open lines of communication with the Chairman of the Board and/or Executive Director regarding interactions with the public when representing the Foundation.

Reports to:

Board Chairman

Time Commitment:

Minimum 1 hour per month, and additional time as required

Qualifications:

Eligible candidate must have a background in fundraising, event planning, public relations, and/or publicity, in addition to basic computer skills. Ability to draft proposals, budget and Social media skills a plus.

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Statement of Inclusiveness:

The Spirit of Harmony Foundation is an Equal Opportunity organization. Volunteers are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

Compensation:

None. This is a volunteer position.