

## **Volunteer Position Job Description - Fundraising Committee**

**Position Title:** Fundraising Committee Member

**Work Location:** SWESA at Yellowbird East Community Hall

**Purpose of the Position:** You will be part of a team developing the capacity for SWESA to raise funds, a critical part of SWESA's future. You will work with other committee members to develop and implement fundraising strategies for 2015-16 including 50:50 draws, sponsorships, advertising and grants.

**Responsibilities and duties:**

Attend monthly committee meetings.

Share committee workload: seeking out information, develop drafts for committee review, implement strategies.

**Reports to:** Fundraising Committee Chair

**Qualifications:** Has had some experience in fundraising. Experience in sales would be helpful to help with advertising and sponsorship work. Enjoys working with a team of people has basic computer skills to work with email and basic word documents.

**Commitment:** Approximately 1-2 hrs/week.

**Training:** You will be provided with orientation to SWESA, the Fundraising Committee and status of work to date. Committee members will be available for questions and assistance.