

**Pittsburgh Habitat for Humanity
Committee Job Description**

Fund Raising Committee Volunteer

Position: Member of the Fund Raising Committee

Accountable to: Chairperson of the Fund Raising Committee

Description:

The Fund Raising Committee works closely with the Public Relations Committee to achieve proper visibility through mailings, advertising, speakers' bureau, etc. The Fund Raising Committee also works very closely with the board and Executive Director, because all are actively involved in fund-raising efforts. The committee should also work with personnel and computer resources at the Habitat office at times to maintain appropriate records for all fund-raising efforts. The committee is also responsible to plan and execute special campaigns, as they are needed. All fund-raising efforts must be sensitive to Habitat's mission, beliefs, and image in the community.

Expected Commitment:

A minimum of six months is required.

Responsibilities:

1. Attend monthly committee meetings.
2. Become aware of Pittsburgh Habitat.
3. Establish prospect list.
4. Solicit contributions in coordination with the Executive Director and Board of Directors.
5. Write grant-proposals to corporations and foundations.
6. Research donor sources.
7. Telephone prospective donors and write letters to donors.
8. Create awareness about what Habitat is through mailings, advertising, etc.
9. Develop and implement creative fund-raising and publicity ideas.
10. Solicit donations such as food and space for special events.
11. Work with Public Relations Committee in establishing a special event for the year.
12. Maintain appropriate records for all fund-raising efforts.
13. Work with College Campus Chapters on the implementation of fundraising events.
14. Work with the Public Relations Committee keeping them informed of events and sponsorships in order that it may be advertised.

Outcomes/Goals:

This committee's goal is to raise sufficient money as determined by the board in its planning process each year to fund the needs of the organization adequately.

Training and Support Plan:

Pittsburgh Habitat will provide committee members with resource materials to inform potential donors about Habitat, including brochures and fact sheets. Pittsburgh Habitat will also provide a variety of audiovisual materials that can be used for making presentations. Pittsburgh Habitat will assist in soliciting volunteers to facilitate mailings and organization of fundraising campaigns.

Qualifications:

Experience in fund-raising is preferred although not essential for membership, but enthusiasm and determination are. Members should believe in Habitat's ministry and be anxious to include others in the work. Members should have good communications skills.