



Fundraising Director

The Fundraising Director shall serve as a volunteer and be recognized as a voting member of the Executive Board and is required to attend the monthly board meeting.

The duties of the Fundraising Director shall include, but will not be limited to the following:

- Update contact information and grant application procedures for each of the organizations previously contacted for donation, ensuring due date is valid.
- Develop contact information and grant application procedures for additional organizations being contacted for the first time, ensuring due date is valid.
- Ensure the fundraising database is up-to-date, to include big corporation donors, spouse club/special interest group donors, and individual donors.
- Prepare donation requests (letters and required packages) to arrive at least two weeks prior to the due date.
- Print out a chronological list of dates that donation requests are due, prior to the end of the year.
- Prepare Donor Appreciation Letters for Fundraising Director/Chairman signature each month.
- Provide follow-up information during the year to let the contributing organizations and people know what FamilyLine is doing.
- Implement and manage a Fundraising/Grant Writing committee, if needed.

Approximately 5-10 hours weekly is anticipated, however hours may vary throughout the year depending on when grant applications are due.