

BAY COUNTY CONSERVANCY VOLUNTEER JOB

LOCAL FUNDRAISING DIRECTOR

Need: Person to coordinate fundraising efforts of the Board of Directors.

1. Create a database of individuals, corporations, and foundations that would be possible sources of money, land, grants, or in-kind donations to the BCC, with an emphasis on local entities that can be approached personally.
2. Identify the person to contact at each organization and their contact information.
3. Prepare background material for presentation, using materials prepared by Publicity Chair, and financial statements and charts prepared by the Financial Committee to show that the BCC is a good steward and is financially accountable.
4. Present this information to the Board of Directors and recruit Board members to accompany you to a presentation to an identified contact person. The Board of Directors should also set priorities for types and amounts of support needed.
5. Set up a meeting and make a presentation, accompanied by at least one Board member.
5. Follow up the presentation with a letter of thanks, and gather further information as requested by the donor.
6. Attend Board Meetings on at least a quarterly basis to present updates on fundraising efforts.