



# Fundraising Committee Chair

October 2019

Momo Movement designs inclusive, integrated, accessible and equitable dance, movement, theatre and performance opportunities for people with and without disabilities. In our classrooms and studios, Momo works with individual participants and performers to find their own movements and tell their own stories.

Momo Movement seeks an ambitious fund developer to fill the role of fundraising chair on the board of directors. This innovative support seeker will be responsible for helping secure a sustainable future for Momo Movement by establishing a fundraising revenue stream - new for the company.

The fundraising chair is responsible for building and leading a fundraising committee of 3 to 7 volunteers and helping to develop a fund development strategy.

The Fundraising Chair is required to attend a monthly board meeting and a monthly committee meeting between September and June, and we ask for a two year commitment to the role.

## **Fundraising Committee Role**

The fundraising committee is responsible for designing and executing two or three fundraising campaigns/events annually, and will assist in developing and stewarding relationships with corporate sponsors. The annual fundraising goal for the committee is \$25000.00.

## **Term of Service**

- 2 terms (2 years), with opportunities to serve additional terms

Time Commitment: 4 – 8 hours per month.

## **1. Strategic Responsibilities**

- a. Help develop a long-term fund development plan for the company, in conjunction with the Board and General Manager
- b. Identify and recommend changes within the Fundraising committee as needed
- c. Attend Momo Movement events

## **2. Operational Responsibilities**

- a. Oversee the fundraising committee, provide direction to the committee, and participate on the Board to help establish the fund development direction and plan for Momo Movement as a whole
- b. Recruit and vet at least two additional committee members
- c. Actively engage in the donor and sponsorship cycles



- i. When possible, arrange introductions with potential corporate sponsors and donors
- ii. Attend meetings with potential and confirmed donors and sponsors
- iii. Assist in delivering sponsor benefits and stewarding sponsor relationships when appropriate

### **3. Monthly Responsibilities**

- a. Attend Momo Movement Board Meetings
  - i. Jan, Feb, Mar, Apr, May, June, Sept, Oct, Nov
- b. Schedule committee meetings
  - i. A minimum of 6 meetings annually
- c. Provide agenda for committee meetings
- d. Take committee meeting minutes and post minutes to the Momo Movement Google Drive.
- e. Represent the fundraising committee on the board
  - i. Report on committee work to board
  - ii. Report on company goals to committee

### **4. Overall time commitment (monthly)**

- a. Attend monthly board meetings - 90-120 mins
- b. Prep monthly reports – approx. 60 mins
- c. Meet with fundraising committee 6 to 9 times annually - 90 mins/meeting
- d. Meet with GM quarterly to review goal related variances – 60 mins
- e. Plan and execute fundraising events and campaigns - as needed
- f. Develop and steward corporate sponsor relationships - as needed
- g. Answer emails/phone calls as needed – approx. 30 mins/week