

Boojum Institute - Board Position Profile - Fundraising Committee Chair

This document describes the position duties and opportunities for the Board Fundraising Committee Chair.

Current goals of the board

The *Boojum Institute* Board of Directors is responsible for establishing direction for the Institute, and setting overall policy and strategy objectives. The board also reviews the Executive Director's plans for achieving Boojum Institute's mission, oversees and gives final approval to the annual budget, evaluates the organization's progress toward strategic goals, ensures sufficient resources are available, and works to enhance the Institute's public standing.

Overall goal of the Board Fundraising Committee Chair

Directs the board fundraising planning and activities, and directs and leads the Fundraising Committee. Participates in setting the Institute's strategic direction and provides leadership to ensure the Institute achieves its goals and objectives supporting the accomplishment of the strategy. Serves as an active board member.

Key roles and responsibilities

- ▶ Participates on the Board to determine or re-evaluate the agency's mission and purpose
- ▶ Participates in strategic planning
- ▶ Develops the long-term and annual fundraising plan ensuring a sustained source of funding
- ▶ Directs implementation of the annual fundraising plan
- ▶ Directs on-going fundraising activities
- ▶ Monitors and accounts for fundraising results – accounts for fundraising income and expense
- ▶ Leads the Fundraising Committee, sets meeting schedule and agenda, ensures accurate recording of the Committee's meeting discussions and decisions, and ensures implementation of fundraising plans and decisions
- ▶ Identifies and cultivates on-going relationships with potential donors and sponsors
- ▶ In partnership with the Board President and Finance Committee Chair creates fundraising objectives to support the Annual Budget
- ▶ Directs and supports staff fundraising activities
- ▶ Ensures adequate organizational resources are available
- ▶ Determines, monitors, evaluates, and strengthens the Institute's programs and services
- ▶ Enhances the image and public standing of Boojum Institute by conducting ongoing outreach to the community
- ▶ Ensures legal and ethical integrity and maintain accountability to the organization's stakeholders
- ▶ Supports the recruitment, evaluation, and election of new board members as needed

Skills, abilities, and experience needed to succeed as the Board Fundraising Committee Chair

Personal

- ▶ Can make required time commitment
- ▶ Willing and able to solicit and fundraise on Client's behalf, may include making a personal contribution
- ▶ Demonstrated excellent planning and organization skills
- ▶ Honesty and integrity
- ▶ Visionary: future orientation
- ▶ Ability to effectively communicate both verbal and written; platform presentation skills;
- ▶ Open-minded and articulate
- ▶ Excellent influencing skills
- ▶ Good team-builder and team member
- ▶ Self-confident
- ▶ Respected and respectful

Professional

- ▶ Be an expert on fundraising with a minimum of 5 years professional or volunteer fundraising experience
- ▶ Fundraising experience at a level of \$500K annually with multi-faceted fundraising campaigns including grant writing, corporate and private giving campaigns, foundations and major event coordination
- ▶ Demonstrated hands-on project management skills with large scale projects
- ▶ Strong analytical skills
- ▶ Demonstrated effectiveness in meetings and task forces; seen as a leader
- ▶ Leadership experience in another non-profit organization
- ▶ Solid professional reputation
- ▶ Potentially able to donate/assign time and staff resources through other organizations or companies
- ▶ Technically proficient in Microsoft Word, Excel, Outlook, PowerPoint, LinkedIn, etc.

Estimated time commitment and meeting format

- ▶ Attendance at quarterly in-person board meetings
- ▶ Participation in monthly Executive Committee teleconferences
- ▶ Participation in other meetings as required
- ▶ Estimated time commitment: 10 hours monthly
- ▶ Busiest time-period: work is consistent throughout the year though fundraising events may create additional activity

Selection process

- ▶ Selection by the sitting Board Selection Committee

Volunteer benefits

- ▶ High-profile position with a prominent nonprofit

Term limit

- ▶ 3 year term