



Mount Pleasant Neighbourhood House

800 East Broadway Vancouver BC Canada V5T 1Y1

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Volunteer Job Description: Fundraising Committee Members

Organization Mission

Mount Pleasant Neighbourhood House is a community gathering place in the heart of the Mount Pleasant neighbourhood. Our mission is to play a leadership role in building a healthy and engaged neighbourhood by connecting people and strengthening their capacity to create change. Since 1976 we have been dedicated to connecting, engaging and celebrating our neighbours and our neighbourhood. We are one of a network of neighbourhood houses in Greater Vancouver, and are part of the Association of Neighbourhood Houses of BC. We provide community-based services to people of all ages—from babies to seniors—and to all demographics, including low income, immigrant and urban Aboriginal populations.

Fundraising committee plan

Mount Pleasant Neighbourhood House (MPNH) is convening a fundraising committee for overseeing the organization's overall fundraising. The fundraising committee will:

- Develop, implement and maintain a collaborative fundraising plan to achieve financial and non-financial fundraising goals
- Leverage the fundraising plan to support the five-year business plan as it relates to maintaining and building donor relations, while building systems and stakeholder capacity to support fundraising
- Collectively work toward enhanced visibility and increased awareness for MPNH, and cultivation of new relationships/stakeholder groups
- Help MPNH build capacity for cultivating relationships that contribute to meeting the organization's financial goals
- Identify and pursue strategic fundraising opportunities through grants, internal and external donors, corporate strategies, special events, and donor recognition and maintenance

Fundraising committee responsibilities

- To work with staff to establish a fundraising plan that includes goals and a series of appropriate vehicles, such as special events, direct e-mail, social media, donor recognition, etc.
- To work as a partner with fundraising staff in their collective efforts to raise funds
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- To be responsible for recruiting other volunteers to support fundraising efforts, including MPNH Community Board members

- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost- and time-effective
- To meet at least bi-monthly and report quarterly to the MPNH Community Board unless additional reporting is required for special events/circumstances
- To educate itself in fundraising practices (for example, reviewing articles or chapters from fundraising publications at each meeting)
- Fundraising staff and chair person should have regular discussions to set agenda for meetings, and determine duties of staff and committee members (e.g., reporting, researching, leading specific efforts, etc.)

Individual fundraising committee member responsibilities

Volunteer fundraising committee members are expected to:

- Attend at least bi-monthly committee meetings.
- Be involved in the work of the committee between these meetings.
- Assist in the planning of fundraising activities for the Neighbourhood House.
- Assist in prospecting and pursuing potential corporate and private donors and partners.
- Personally donate or raise funds directly from others an amount that is commensurate with their own means (over and above any other fundraising activities they participate in).
- Actively participate in at least two fundraising activities per year.
- Receive opportunities to be educated about the Neighbourhood House.
- Receive opportunities to learn leadership skills which will be transferable to other volunteer, career and life situations.
- Act as a partner with the Neighbourhood House staff in this work.
- Agree to stay with the committee for at least two years, unless extenuating circumstances arise.

Desired qualifications

- Knowledge and experience in fundraising for charitable non-profit organizations, or several years of community development experience.
- Experience in the non-profit sector and knowledge of MPNH would be an asset
- Excellent planning and communication skills
- Committed to the financial health of MPNH
- Knowledge and desire to help build new donor relationships for MPNH
- Desire to contribute and learn

Estimated Time Commitment: 5-10 hours per month, ongoing for one year (estimate)

Expected Start Date: October 2017

Expected End Date: October 2019 (2 years or more)

Accountability

The volunteer fundraising committee members will have end-to-end accountability for all the deliverables and be responsible to Jocelyne Hamel, Executive Director.

Benefits

Mount Pleasant Neighbourhood House will provide a letter of recommendation at the successful conclusion of the term, and serve as a reference if appropriate. MPNH will invite the fundraising committee to its annual volunteer appreciation party and will also acknowledge the fundraising committee's work several times on its social media feeds.

Contact

Jenny van Enkevort, Special Projects & Communications Coordinator

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How to Apply

Please apply with a cover letter indicating why you are interested in supporting Mount Pleasant Neighbourhood House and why you feel your skill set and experience would make you a good match for this project, along with a detailed resume.

Deadline for Applications

Monday, October 16, 2017 (and ongoing)