

Friends of Liberia (FOL) Development Chair

FOL is seeking candidates for the Development Chair position starting in 2027. This role is the primary lead for FOL's fundraising activities and monitoring the sustainability of FOL's programmatic funding. The ideal candidate would have a background or interest in non-profit fundraising. FOL encourages all who are interested in applying; volunteer opportunities are a great way to build new skills and connections with others working in the government, non-profit, and international development sectors.

LOE: 0-5 hours per week, up to 10 hours during peak quarterly or special donation event cycles

- Administrative (20%)
 - Attend all Board meetings (quarterly)
 - Monitor FOL email at least weekly
 - Develop budgets and business plans in consultation with other staff for possible generation of long-term incomes for the organization (e.g. investments)
 - Maintain FOL's profiles on various donation platforms (CANDID, Charity Navigator, etc.)
- Core Fundraising Activities (80%)
 - Create, plan, implement, manage and provide oversight of all aspects related to fundraising for FOL
 - Prepare and send out quarterly appeals & special donation events (GlobalGiving)
 - Help maintain donor database (Bloomerang CRM)
 - Explore new funding opportunities
 - Develop grant proposals
 - Liaise with private agencies and foundations to explore opportunities for long-term financial investments
 - Engage with FOL membership in attraction of funding methods and giving for sustainability.
 - Review segments of donor database for targeted follow-up
 - Involve FOL members, especially members over 50 years old, in Legacy Giving, including identifying FOL as a beneficiary on their will or trust
 - Explore and develop fund-raising strategies and resources needed for long-term sustainability of FOL and its projects
 - Work with Communications Committee to Improve communications materials for FOL that may help with fund-raising
 - Oversee committee member(s) with check donation deposit responsibilities