

Development Chair | Board Position | Volunteer

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.

Time Commitment: 1-5 hours per week, up to 10 hours in preparation for appeals

- **Administrative (20%)**
 - Attend all Board meetings (quarterly)
 - Monitor FOL email at least weekly
 - Develop budgets, business plans, & policies in consultation with BOL Board, other staff, accounting firm, and Greater Washington Community Foundation 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.)
 - Review and oversee accounts with Greater Washington Community Foundation with the FOL Treasurer
- **Core Fundraising Activities (80%)**
 - Create, plan, implement, manage and provide oversight of all aspects related to fundraising for FOL
 - Prepare and send out appeals & special donation events (with GlobalGiving & FOL membership/Bloomerang)
 - Help maintain donor database (Bloomerang CRM)
 - Prepare annual reporting of donor giving
 - 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, in Legacy Giving, listing 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 fundraising
 - Oversee Development committee member(s) with check donation deposit responsibilities & donor acknowledgements.