

FUND DEVELOPMENT CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8.03 Appointive Standing Committees

(d)(1) This committee shall be composed of the Chair and members as deemed necessary to apply for grants to support philanthropic programs.

General Responsibilities of Fund Development Chair

The Chair shall:

1. Attend Community Relations meetings in a voting capacity and submit required reports to the Second Vice President, Community Relations.
2. Conduct Fund Development Committee meetings as needed.
3. Appoint Fund Development committee members subject to Board approval.
4. Submit a proposed budget to the Second Vice President, Community Relations for the succeeding year.
5. Manage the Fund Development budget and approve invoices and vouchers.
6. Maintain a Fund Development procedure book and/or electronic records file and ensure important information is saved in the Master Data File.
7. Submit reports, including a year-end summary, to the Second Vice President, Community Relations, as requested.
8. Submit job description changes to the Second Vice President, Community Relations for coordination with the Bylaws committee in accordance with Bylaws 8.02 (f).

Specific Chair Position Responsibilities

The Chair shall:

1. Develop community partnerships and outreach to ensure retention of current grantors and acquisition of new donors.
2. Maintain ongoing communications with grantors as needed.
3. Ensure grantor information is included in donor databases and grantors are sent thank you letters.

Technology: Microsoft Word, email proficiency, ability to learn Excel