

**Volunteer Committee:** Development & Fundraising

**Basic Function:** The development & fundraising committee is charged with focusing the organization and its board of directors on essential elements in the fundraising process. This includes constant attention to the current strength of the organization's mission and case for support, understanding the resources required to carry out the organization's mission, assisting the organization in raising necessary funds, and demonstrating good stewardship of the funds received.

**Principle Duties:**

- Ensure case for support is strong by reviewing the materials developed outlining the affiliate's mission, goals and current projects
- Provide strategic direction to the development of the short-term and long-term funding needs of the organization and sources of funding with the help of the full Board of Directors and Executive Director
- Identify, cultivate and enlist community leaders to serve on the development committee and/or the Board of Directors
- Engage all board members in fundraising activities
- Serve as a liaison to the community at large, advocating the mission of HFHMM
- Attend all team/committee meetings and be an active participant in all discussions and activities
- Audit and report on all pledges

**Members:** Members shall include the Director of Development, Development Staff, two to three members of the Board of Directors and enthusiastic volunteers.

**Meetings:** Bi-Monthly Meetings held on the 3rd Tuesday of the Month from 7:00pm to 8:30pm.

**Qualifications:**

Experience or knowledge of the following:

- Database Donor Segmentation
- Prospect Research
- Community Events
- Donor Recognition
- Marketing and Communications
- Public Speaking
- Prospect Follow-up

Development Sub Committee Opportunities:

- Benefit Breakfast
- Golf
- Interfaith

**To apply:** Please submit the following information via e-mail to [Development@HabitatMM.org](mailto:Development@HabitatMM.org)

- resume    cover letter    three references    an email clearly stating your interest and skills

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HFHMM supports the notion that good, stable housing matters for neighborhoods. Better quality of living leads to stronger citizens and families. Habitat for Humanity is about changing lives, one home at a time.