

**Spokane Mama**

**Board Member - Fundraising & Sponsorship Lead - Job Description**

Length of Term: 2 years

Reports to: Board of Directors & President

Time Commitment: 4 hrs/week (minimum)

**The Fundraising & Sponsorship Lead** serves as a member of the Board of Directors with both advisory, operational duties, and administrative positions. The Fundraising & Sponsorship team helps enhance Spokane Mama’s public image and encourages audiences to connect with Spokane Mama through the support of the organization’s advocacy efforts, particularly via the fundraising, networking, and collaborating with the community and other organizations. They work closely with the board to ensure all fundraising goals are being met.

The Board of Directors is responsible for all activities of the organization. The board as a whole:

∙ Determines how the organization will achieve its mission

∙ Establishes policies and practices for the effective management of the organization

∙ Recruits and develops new board members/volunteers alongside the rest of the board

∙ Evaluates the overall performance of the organization in achieving the mission

∙ Takes notice of community trends and ensures the organization is adapting to the needs of the community

**Board Member – Fundraising & Sponsorship Lead Expectations**

* Devises and Executes a results-driven fundraising and sponsorship strategy that meets our mission with specific goals and targets
* Attends all board meetings and reports on fundraising activities and outcomes
* Leads the brainstorming and creation of new methods to raise funds for our organization
* Leverages technology and social media where possible to improve fundraising activities
* Develops and curates engaging content for fundraising
* Leads on the delivery of fundraising events and works with the executive, marketing & press lead and social media coordinator for digital fundraising campaigns
* Monitors fundraising campaigns and that needs are met to support the mission and adjust accordingly
* Collaborates with other organizations and groups within the community to build partnerships and enhance fundraising activities
* Hosts a monthly neighborhood meet up

**General Board Member Responsibilities**

∙ Networks with other nonprofits, businesses, and individuals to support the overall mission

∙ Seeks opportunities for collaboration, brings creative ideas to the board to further the mission and raise funds

∙ Identifies community needs and works to fulfill those needs

∙ Understands and actively promotes Spokane Mama’s mission in everyday life

∙ Familiar with Spokane Mama’s offerings, events and outreach

∙ Promotes opportunities, events and Spokane Mama’s overall mission through the use of social media

∙ Hosts/co-hosts or attends at least 60% of Spokane Mama events

∙ Attends and coordinates the annual/biannual Expo alongside the rest of the board

∙ Contributes personally to the Spokane Mama Social Media Community

∙ Demonstrates commitment through financial support of Spokane Mama

∙ Avoids self-promotion through the organization that may lead to conflict of interest

**Knowledge, Skills & Abilities**

* Considerable experience in fundraising and sponsorship
* Able to commit the amount of time required to successfully fulfill the role
* High School Diploma or GED, some level of secondary business education in fundraising and/or sponsorship preferred
* Proficient in computer applications Google Drive applications, social media platforms and management tools
* Self-motivated in an environment with no supervision
* Excellent communication skills with a passion for community, connection and engagement
* Detail-oriented approach with the ability to work under pressure to meet deadlines and multitask
* Trustworthy, honest, transparent