**Job Title: Chair, Fundraising**

**Reports to: Director, Friends of the Games**

**Portfolio: Friends of the Games**

**Scope of Position**

The Chair of Fundraising will support the Director with determining, planning, implementing and execution of fundraising projects that align with the mandates of Airdrie 2020.

Term: Sept 2018 – Feb 2020

**Key Competencies**

* Planning and organizing
* Communication
* Teamwork
* Networking and relationship building
* Resource and fiscal management
* Adaptability/flexibility

**Responsibilities**

Key Responsibilities:

* Fundraising
* Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
* Identify and develop a strategic fundraising plan based on the organizations timelines ensuring ethical fundraising principles
* Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization
* Oversee a volunteer committee for stewardship activities and events that are used to steward current donors and sponsors.
* Expand community awareness and support revenue growth through arranging community displays and speaking engagements – schools, community groups
* Develop strategies to strengthen business/community relationships to support fundraising opportunities and increasing Airdrie 2020’s community presence

**Qualifications**

* Minimum one-year progressive experience in fund development in a not for profit setting.
* Be self-motivated and goal oriented.
* Experience and demonstrated success in event management and hands on implementation of successful fundraising events.
* Ability to deal with donors, sponsors and the public, in person, on the phone and through email.
* Demonstrated experience in identifying, soliciting, and stewarding individual donors.
* Experience in developing and working with volunteer boards.
* Confident public speaker with the ability to engage donors, volunteers and community organizations.
* Superior communications, interpersonal, writing and organization skills.
* Established relationships with Airdrie and area business community an asset.

**Physical Demands**

* Manual dexterity required to use desktop computers and peripherals.
* Walking and standing for extended periods of time.
* Occasional heavy lifting between 10 lbs to 30 lbs
* Ability to work in a loud environment.
* High-stress, fast paced environment.