



## **Community Fundraising Committee**

### Committee Member Job Description

#### **Committee Purpose:**

The mission of CFCO is to “unite our community to inspire lifelong connections to nature for all kids.” The purpose of the CFCO Community Fundraising Committee is to oversee individual giving, corporate sponsorship, and fundraising events that raise funds to support CFCO’s mission.

#### **Committee Meeting Time:**

4 meetings/year: 3<sup>rd</sup> Wednesday @ 8:30-10:00 PM @ Upper Deschutes Watershed Council  
2020 Dates: 2/19, 5/20, TBD

#### **Committee Chairs:**

Kolleen Miller, [kmiller@restorethedeschutes.org](mailto:kmiller@restorethedeschutes.org)

#### **Committee Responsibilities:**

- Develop annual strategy to raise unrestricted funds based on CFCO’s annual budget
- Support CFCO staff in developing sponsorship materials and identifying potential sponsors, including raffle prize donors
- Support CFCO staff in developing the strategy for the annual appeal, including board engagement
- Serve as planning committee for CFCO fundraising events, including the Awards Luncheon (bi-annual event)
- Identify other community fundraising opportunities

#### **Committee Member Responsibilities and Expectations:**

- Attend at least 3 out of 4 meetings per year
- Lend their fundraising expertise by advising CFCO staff on messaging and strategies
- Support CFCO’s Fundraising efforts by connecting CFCO to potential donors or sponsors, when appropriate. CFCO recognizes that committee members may be engaging in fundraising with their own organizations and that not all committee members will be able to contribute in this way.
- Attend and support CFCO fundraising events
- Serve as ambassadors between CFCO and their own organization

#### **Committee Composition:**

- Community Fundraising Committee members may include CFCO staff, board members, staff of CFCO partners, and other community members who are interested in the work of the committee
- Anyone who has the interest or capacity to contribute is invited to participate
- Fundraising experience is a bonus, but not required

**Compensation:**

- Committee members who are participating on the committee as part of their job duties are asked to volunteer their time and seek support from their organization to participate
- Committee Compensation Policy:
  - o CFCO will offer financial compensation at \$25/hour for individuals from underrepresented groups that serve on CFCO's committees, who aren't otherwise receiving compensation for this service.
  - o Individuals can get compensated for their time attending and preparing for meetings, as well as any significant work that occurs in between meetings. Committee chairs can receive compensation for preparing agendas, communication with committee members, and any other committee-related duties. Additionally, CFCO will provide mileage reimbursement for individuals travelling to participate in these activities.
  - o Contact Katie Chipko at [katie@childrensforestco.org](mailto:katie@childrensforestco.org) with questions and more details.
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