**Doula Support Foundation**

482 McCallum st

Kingston, ON

(613) 770-3467

Director of Fundraising

**Length of term: 2 years**

**Voting member: Yes**

# **OVERVIEW**

Oversees all the Fundraising functions of the organization.

# **Specific Duties**

1. Chairs the Fundraising committee.
2. Serves on the Budget and Marketing committees.
3. Creates and carries out fundraising and outreach opportunities in both the local and broader communities.
4. Tracks the effectiveness of each fundraising campaign and has this data available for discussion at board meetings.
5. Monitors any local event where they believe DSF should have a presence.
6. Forms a close relationship with other organizations in the community offering similar services to DSF and promote cooperation and mutual inclusion.
7. Works with the treasurer to set Fundraising goals and plans.
8. Presents a Fundraising goal/plan/target at the AGM each year.
9. Keeps a list of Donors’ contact info in order to encourage giving and membership.
10. Gives special personalized attention to VIP and Corporate Donors.
11. Develops goals and plans for raising money in keeping with the culture and identity of the organization.
12. Plans, delegates and oversees the hosting of fundraising events.
13. Manages Volunteer base for Fundraising events or campaigns.
14. Oversees the writing of grants along with the grant writing committee (coming soon).
15. Recruits and helps train the next Director of Fundraising.