**Position Title:** Financial Development Chair

**Purpose:** The financial development chair is a member of the board of directors and works in coordination with the Executive Director in serving Eastside Audubon by creating a sustainable plan for fundraising, donor retention, and donor stewardship.

**Key Responsibilities:**

* Oversees all board approved fundraising activities for the chapter including events, direct mail appeals, and giving days.
* Develops an annual fundraising plan.
* Oversees the researching and writing of grants.
* Oversees volunteers who maintain the donor list in the chapter’s customer relationship management database.
* Coordinates annual appeal and Birdathon fundraising letters.
* Helps steward existing donors and cultivate new donors.
* Maintains records of populations served for grant-writing purposes.
* Responsible for growth and maintenance of financial development committee, as well as oversight of Birdathon, gift wrap, and plant sale subcommittees.
* Develops fundraising policies for board approval.

**Qualifications:** All board members must display a commitment to the organization and an understanding of the organization and its principles, mission, goals, and services. Board members should also know the responsibilities of governance and management, and paid and volunteer staff. The financial development chair must also display the following:

* The ability to successfully work with staff and other volunteers.
* Good written communication skills.

**Responsible to:** Board president.

**Length of Appointment:** The term is 2 years.

**Time Commitment:** Estimated to be approximately 84 hours per year, consisting of:

* 2-4 hours per month for board meeting and program night attendance (48 hours annually).
* 3 hours per month for coordination or meetings with staff, fundraising volunteers and committee members (36 hours annually).

**Support and Training:** The board president is available to answer questions and offer guidance. All board members have the opportunity and are encouraged to participate in at least one board-appropriate training per term, paid for by Eastside Audubon. Additionally, attendance at the Audubon Council of Washington or another Audubon meeting at least once per term is encouraged.