

HOGSMEADE FOOD PANTRY

Fundraising and Marketing Committee Description

PURPOSE

To organize, monitor, and evaluate efforts by the Hogsmeade Food Pantry Board of Directors to raise money to ensure the organization's financial ability to carry out its mission.

COMPOSITION

4-6 members including:

- At least 3 members of the HFP Board of Directors
- Up to 3 community leaders (including potential board members and/or key volunteers)
- Pantry Manager

RESPONSIBILITIES

- Lead the Board's participation in fundraising, including ensuring all board members make a personal financial contribution to the food pantry annually
- Assure that all members of the Board have the training, tools, and support they need to effectively participate in fundraising activities
- Recommend policy to the Board on all matters relating to the fundraising program, including: donor confidentiality, gift acceptance, donor recognition, planned giving, etc.
- Create the annual fundraising plan, including fundraising goals and strategies
- Monitor and regularly report the progress of fundraising initiatives to the Board
- Monitor and support fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective
- Assist in identifying and cultivating prospects by promoting the organization, identifying potential donors whose interests and values match the mission, and asking them to contribute financially

TIME COMMITMENT

- The committee will meet in-person for 1 hour once per month.
- Committee members should be available 1-to-2 hours per month for additional volunteer work related to fundraising.