



## Resource Development Committee Member Job Description

### Committee Description:

The Resource Development Committee uses a variety of methods to ensure a successful resource development strategy is executed at Warren County Habitat for Humanity.

Committee members will explore new and cultivate existing funding sources within the areas of sponsorships, grants, major giving, employee giving/match, appeal letters, bequests, reoccurring giving, and events. This will include work with individuals, corporations/businesses, foundations, faith and civic groups.

### Time Commitment:

The Resource Development Committee meets on the first Tuesday of each month. Meetings are held virtually or at the Habitat office at 109 Water Street. Duration 1-2 hours.

Attend subcommittee meetings as scheduled, typically monthly.

Assist with events throughout the year based on subcommittee commitments.

### Volunteer & Committee Responsibilities:

- With the budget and requirements set by the Board of Directors, create and execute the fundraising strategic plan for the fiscal year
- Pursue and secure diverse funding sources in the following areas: grants, sponsorships, major giving, reoccurring giving, events and benefit events.
- Plan and execute donor relation and appreciation activities.
- Actively participate on at least one subcommittee: Events, Sponsorships, Grants, Donor Relations.

### Preferred Skills/Abilities:

#### Grant Writing/ Content Marketing

- Creativity
- Writing
- Editorial
- Grant Writing
- Content Marketing
- Graphic Design
- Detail-Oriented
- Collaboration
- Fundraising

#### Events

- Event planning
- Event Registration
- Detail-Oriented
- Collaboration
- Interpersonal Communication
- Creativity
- Networking
- Project Management
- Fundraising
- Time Management

#### Sponsorships (Corporate, Faith, Civic)

- Interpersonal communication
- Customer/Client/Donor Relations
- Sales
- Public Speaking
- Presentations
- Networking
- Fundraising
- Project Management

#### Donor Relations

- Customer/Client/Donor Relations
- CRM Software
- Fundraising
- Networking
- Communication (written, verbal)
- Project Management
- Detail- Oriented
- Creativity
- Organizational Management
- Organizational Development
- Resource Development

#### **Benefits of Joining the Committee:**

- Be part of and serve local community
- Help the dream of homeownership come true for families
- Share professional and personal talents with a single or multiple project(s) and program(s)
- Develop new transferable skills and receive training from staff members and professional resources
- Meet and network with fellow committee members, board members, other Habitat affiliates; as well as local, national, and international corporations, faith organizations, and civic groups

#### **Committee Size:**

10-20 members

#### **How to Apply:**

Complete volunteer application and orientation. Application and orientation information can be found at <http://warrencountyhabitat.org/volunteer/>. Key volunteers are required to complete a Sex Offender Registry and Criminal Background Check. Please contact Jessica Priest-Cahill at (540)551-3232 or [jessica@warrencountyhabitat.org](mailto:jessica@warrencountyhabitat.org) with any questions.