

## **AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION**

**Position:** AAUW Fundraising Committee

**Term:** 2 years

**Reports To:** Fundraising Committee Chair

**Volunteer Status:** Invited by Chair

**Board Voting Rights:** No

**Committee Voting Rights:** Yes

**Signature Authority:** No

**Date of Branch Board Approval of Volunteer Position Description:** July 2020

### **Position Overview:**

Lead the efforts to maximize branch member, community, and business donations to help fund AAUW Colorado Springs branch scholarship programs to ensure their sustainability.

AAUW Fundraising Committee members are also responsible for enlisting local support for the AAUW Greatest Needs Fund, including developing a strategy to support programs such as Start Smart/Work Smart, Legal Advocacy, gender and pay equity research. Grocery programs and Amazon Smiles fundraisers are examples of our local support.

### **Responsibilities and Duties of Branch Position:**

- Take an active and collaborative role to plan and implement AAUW fundraising events
- Align branch fundraising activities with state and national AAUW priorities
- Actively recruit new members and engage existing members in these activities
  - Be knowledgeable about AAUW programs that can help meet fundraising goals
  - Honoring donor intent, inspire members to underwrite AAUW and its programs through (preferably undesignated) gifts
  - Work with branch officers and committees to integrate fundraising with program priorities
  - Participate in fundraising trainings such as AAUW webinars, AAUW workshops, or opportunities provided by other professional entities
  - Celebrate successful fundraising and its impact by thanking and recognizing donors through branch publications, at branch meetings, and with personal thank-you notes

### **Responsibilities to AAUW, AAUW National and AAUW State:**

- Share the importance of our AAUW mission of gender equity through donations to our scholarship that provide women with opportunities for success.
- Be familiar with and adhere to all AAUW fundraising and scholarship policies.

### **Leadership Skills/Qualifications Helpful to the Position:**

Belief in our AAUW mission of educational and economic equity for all women through our academic scholarships, assertiveness in asking donors to contribute to this mission and a gratitude to all who do so.

### **Time Commitments:**

Time required for this position is two hours per month with regular attendance at fundraising committee meetings. Work on specific fundraising events will impact time donated.