



**Volunteer Position:** Resource Development Committee Member

**General function of the position:** Committee members help execute the current Resource Development Plan.

**Responsible to:** Committee Chair (volunteer) and Resource Development Manager (staff)

**Time Required:** Committee members are expected to attend (virtually for now) monthly committee meetings and be willing to invest the time to complete tasks necessary to reaching our goals. Committee members commit to serve for an entire year and can re-commit to serve additional terms.

**General Responsibilities:**

- Thoughtful and respectful interaction with fellow committee members and staff concerning topics presented to the committee.
- Regular attendance at committee meetings and communication with committee chair when attendance is not possible.
- Timely response to committee chair and staff request for information, availability, and updates on tasks and assignments.
- Willingness to assume responsibility for tasks.

Committee members will be asked to fill the following roles to help ensure fundraising success:

- Faith relations coordinator
- Business relations coordinator
- Women Build fundraising coordinator

**Qualifications or special skills needed:**

We don't expect anyone to have *all* of these skills, but please be sure that you can contribute in some of the following ways. Only the first one is *required* for all committee members.

- *Commitment to the Island County Habitat mission of giving families a hand-up as they strive toward their dream of homeownership.*
- Connections to the community and willingness to approach community members for donations and other support – North and South end connections needed.
- Open minded to others' ideas with ability to participate in diplomatic discussions.
- Creative *and* analytical thinkers needed: Are you great at coming up with fresh ideas to raise funds? Maybe you are better at looking at ideas and helping find the best ways to execute them. Either way, we need you!
- Ability to lead *and* ability to follow. It is likely that you will find yourself in either or both roles during your time with us. Are you comfortable with both roles?

**Some additional information:**

There are many avenues to creating successful revenue streams for Habitat for Humanity of Island County. At the heart of each is our mission and the families we help. Donors give *through* Island County Habitat for the sole purpose of **helping families build and purchase a decent home with an affordable mortgage**. As a fundraising committee member, **this should always be at the forefront of what you do on behalf of Habitat**.

Once the committee is formed, we will need someone to step forward to be the committee chair person. The Chair will help us stay on track by preparing agendas, schedule meetings, ensuring good communication, interacting with staff, board, and community members, and more. If you are interested in this exciting role, please let us know and we will provide you with the Committee Chair job description.

For the immediate future, we will not be holding any large-scale events. However, if you have ideas for a virtual fundraiser, we'd be happy to hear them.

**Effects/ How does this help Habitat?** Volunteers who serve on committees extend the mission of Habitat for Humanity and, through sharing their specific skills and expertise, allow the mission of the organization to be more impactful and significant.

**Training provided:** All volunteers who are new to Habitat will be equipped with the knowledge they need to successfully speak on our behalf.

**Benefits to volunteer:** Opportunity to play a key role in the fundraising success of Island County Habitat as well as an opportunity to use and develop additional leadership and task specific skills.

*Thank you for considering becoming part of our team!*