

DOGPAW  
**Board Member–Director of Fundraising**  
Job Description

**Role Summary:**

Raise money for the organization by developing and implementing a diversified program of fundraising from individuals, business sponsors, foundations, and grants. **Dedicate at least 5 hours per week to your DOGPAW role.**

**Specific tasks of the Director of Fundraising:**

- Plan and coordinate in-park and event-based fundraisers.
- Work with the Business Sponsor Coordinator to find and secure business sponsorships.
- If possible, develop a fundraising committee comprising of well-connected supporters willing and able to connect the organization to high-value donors and sponsors.
- As needed, create an event coordination committee.
- Promote the value of DOGPAW to community leaders, businesses, and foundations.
- Work with the Director of Volunteer Coordination to arrange needed staffing for fundraisers and events. Define training needs and coordinate to clearly assign responsibility for training
- Provide feedback to the Director of Volunteer Coordination to identify high-value volunteers, those who need additional training and those who should be dropped from this function.
- Create a budget and evaluate performance against plan for review with the Board.

**General Board of Director Expectations:**

- Support the Mission Statement of DOGPAW.
- Actively engage and recruit volunteers to participate in DOGPAW.
- Work as a part of a cohesive team with common goals.
- Share your skills and expertise.
- Respect and support the majority decisions of the Board.
- Volunteer and assist in DOGPAW's volunteer engagement programs and activities, include fundraising efforts.
- Participate actively in Board meetings, actions, fundraisers and public events.
- Have no more than three (3) consecutive unexcused absences from board meetings.
- Represent all whom this organization serves, not a particular park, geographic area, or interest group.
- Remain aware of the activities that are planned and make yourself available to participate.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
- Do your best to ensure that DOGPAW is well-maintained, financially secure, and always operating in the best interest of the community.

**General Board of Director Rules:**

- There will be no criticizing of fellow Board members or their opinions in or out of the Board meetings.
- There will be no use of the organization for personal advantage or that of friends or relatives.
- There will be no discussion of the confidential proceedings of the Board outside the Board room.