

DOGPAW  
**Board Member – Director, 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 8-10 hours per week to your DOGPAW role.**

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

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

**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 those whom this organization serves and 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, growing 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.