

## **Finance Chair**

### Job Description

Leadership role for Finance Committee; to develop and implement a strategy for raising capital; may be responsible for raising funds, or recruiting and coaching fundraisers, for any of a variety of purposes, such as for the operating budget, a specific event or a specific project. Recruit, train and manage Committee volunteers to implement Board approved plan.

### Committee Job Tasks

Hold monthly Committee conference calls to further the Finance goals.

Coordinate with Shows/Events Committee.

Outline fundraising goals, timeline, etc.

Research potential sources of funding, including grants, past contributors, new donors, corporate contributors and foundations.

Develop a short and long-term fundraising plan of action for Board approval.

Liaise with Public Relations to create all promotional materials.

Liaise with members of the community.