

Fundraising Committee Coordinator Description of Role and Responsibilities

Purpose of the Fundraising Committee: The SMANA Fundraising Committee is responsible for providing SMANA with funds to use towards the operating budget. Fundraising will help SMANA support its vision, mission and goals.

Position	Fundraising Committee Coordinator
Purpose	To assist with the management of the Fundraising Committee meetings and other relevant Committee programs and services.
Location	Primary residence must be in North America, work can be done remotely
Key Responsibilities	<ul style="list-style-type: none"> ● Manage the SMANA Fundraising Committee email database, properly categorizing donor groups ● Attend check-in meetings ● Attend monthly Fundraising Committee meetings ● Other duties as needed
Reports to	SMANA Fundraising Committee Chair or SMANA Executive Committee if Chair is vacant
Length of Appointment	6 months to 2 years
Time Commitment:	<ul style="list-style-type: none"> ● 5 hours maximum per week ● Check-in meeting (30 min - 1 hr) ● Monthly meetings (1 hour)
Qualifications/ Requirements	<ul style="list-style-type: none"> ● SMANA member ● Undergraduate/Graduate students or someone interested in social marketing ● Skilled in writing, time management, programming ● Skilled in Microsoft Office and Google Docs ● Ability to work on multiple projects ● Excellent organization skills ● Ability to work as a team and share ideas and also work independently on tasks assigned outside of scheduled meetings ● Excellent communication and listening skills

Support	Training provided by Fundraising Committee Chair or SMANA Executive Committee if Chair is vacant
Orientation	<p>Within the first month of the beginning of their service, the Program Committee Coordinator agrees to familiarize themselves by:</p> <ul style="list-style-type: none"> ● Reading SMANA's bylaws: http://smana.org/wp-content/uploads/2017/03/FINAL-SMANA-Bylaws-Updated-2017-10.pdf ● Visiting the SMANA website: www.smana.org ● Reviewing committee procedures: http://smana.org/wp-content/uploads/2017/03/Board-Committee-Procedures-Final.pdf
Active Participation	<p>Actively support the Fundraising Committee chair and provide ongoing assistance by:</p> <ul style="list-style-type: none"> ● Attending check-in meetings and provide updates on project progress ● Attendance at scheduled committee meetings ● Provide support for event duties for specific fundraising events (for events not related to program committee events) ● Maintaining up-to-date workplan and communicating needs in a timely manner ● Maintaining SMANA Fundraising Committee email database and committee membership list ● Providing enough time during the year to support SMANA's goals ● Support other activities and initiatives as they arise ● Work with the Program Committee Coordinator on event management
Enhance SMANA's Financial Position	<p>Enhance the organization's financial position by:</p> <ul style="list-style-type: none"> ● Creating a fundraising plan ● Talking with colleagues about joining SMANA and seek out new members ● Engage donors and sponsors ● Engage SMANA volunteers