



COMMUNITY LODGINGS
Opening Doors to Independence

Development/Fundraising Committee Position Description

Overview

Community Lodgings is an Alexandria, VA-based nonprofit organization with a mission to lift families from homelessness and instability to independence and self-sufficiency. This year we are celebrating our 35th anniversary providing critical services to needy families. To learn more about our work, please visit www.communitylodgings.org.

Purpose

The major responsibility of the fundraising committee is to raise the funds needed to meet the Community Lodgings budget. Community Lodgings raises funds from individuals (direct mail, special events, major/monthly/annual donors), foundations, corporations and local organizations such as churches.

Tasks

The Fundraising Committee's job is not simply to raise money. Instead, the Fundraising Committee is responsible for overseeing the organization's overall fundraising and, in particular, the fundraising done by the board. To accomplish this, its responsibilities are:

- To work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, peer-to-peer solicitations and outreach to corporations and foundations.
- To work with fundraising staff in their efforts to raise money.
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support.
- Tap respective networks for potential donors of money, time and in-kind support.

Time Commitment

- 4 hours per month (including meetings and outreach efforts)
- Attend monthly committee meetings

Contact

Keaira Kittrell, Community Outreach Coordinator | kkittrell@community-lodgings.org | 703-549-4407

Featured in the Catalogue for Philanthropy: "One of the best small charities in the Greater Washington region"
3912 Elbert Ave., # 108 · Alexandria, VA 22305 · T: 703-549-4407 · F: 703-548-1294 · Tax ID No.: 54-1428495

www.communitylodgings.org

Facebook @Community.Lodgings | Instagram @CommunityLodgings | Twitter @CommunityLdgngs