



# Board Member Opportunity

**ORGANIZATION:** Rahab's Hope

Mission: Rahab's Hope extends financial assistance and community resources to support individuals and families that are experiencing financial hardships and are at risk of homelessness. Our services aid in obtaining and maintaining housing stability throughout Montgomery County.

Board of Director Position: **Fundraising Chair**

## **EXPECTATIONS:**

Leadership, governance and oversight:

- Work closely with the Board of Directors and key volunteers/staff to identify, solicit and steward gifts.
- Work closely with the fund development committee to assist with making annual appeals, major/minor gift solicitation, writing grants, strategic planning and planning in events. *This role may be responsible for recruiting a fund development committee if one is not already in place.*
- Fundraising – Establish short and long-term goals for unrestricted funding sources. Strategizes and orchestrates methods of approach to corporate donors. Researches public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding. Organizes individual donor campaigns (e.g. major donors, direct mail, matching gifts and board of trustees). Organizes solicitation drives for pledges of ongoing support from individuals, corporations and foundations.
- Grant writing – solicits and writes proposals and reports to funders.
- Major Gift/Donor Support – Produce major donor and board solicitation/support materials with the intent to retain or upgrade gifts when possible. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgement, scheduling and attending in-person visits (if necessary).
- Records Management - Maintain records associated to individual, corporate and other major donor gifts and reporting requirements.
- Recommendations - Provide recommendations to the board of ways to position the organization to enhance funding potential.

Fundraising:

- Participate in fundraising events
- In collaboration with the board, generating substantial annual revenue and fostering Rahab's Hope overall financial health
- Personally, treating Rahab's Hope as a top philanthropic priority reflected in an annual financial gift
- Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts

Board terms/participation: Rahab's Hope Board Members will serve a three-year term to be eligible for re-appointment for additional term. Board members are encouraged to remain active during each term.

## **QUALIFICATIONS DESIRED:**

- A minimum of 5 year of nonprofit fundraising/development experience, preferably with significant foundation and high donor fundraising experience.
- High energy, positive, "can-do"/ "nothing is impossible" attitude, attentive to detail, innovative, creative, not afraid to take risks

- Strong written and verbal communication skills
- Ability to execute tasks strategically and proven track record of achieving revenue targets
- Familiar with human services related to poverty and exhibits compassion/passion for vulnerable community members.
- Excellent research, organizational and leadership skills with the ability to write clearly and persuasively.
- Ability to work well in a team setting, with the ability to delegate tasks to team members and provide oversight of projects.
- Strong partnership building and event planning skills
- Ability to develop and manage budgets and prepare financial reports
- Strong technical skills – Microsoft office, Google Drive, email, applications etc.
- Possess healthy community connections (Corporations, Non-profits, Religious organization, Media, Foundations, etc.)

**Start Date:** Fall 2021

**TO APPLY:** Visit <https://rahabshope.org/get-involved-and-serve> or contact Preshuis Williams at [info@rahabshope.org](mailto:info@rahabshope.org)