

Board of Directors Job Description

Position: Fundraiser

Authority and Responsibility

The Board of Directors is the legal authority for Hope Awaits Ministries. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements:

- Acknowledges Jesus Christ as their personal Lord and Saviour, and is actively cultivating their personal relationship with Him
- Commitment to the work of God through the organization
- Attendance at monthly Board meetings
- Support of special events
- Support of, and participation in, fundraising events
- Financial support of Hope Awaits Ministries

Term:

Directors serve for a three-year term. Directors may be released at the end of the elected term, by resigning, or according to Hope Awaits Ministries' bylaws.

General Duties:

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Fundraiser must:

1. Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
2. Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters
3. Organize traditional activities, such as sponsored outdoor events
4. Develop new and imaginative fundraising activities
5. Research and apply to charitable trusts whose criteria match Hope Awaits Ministries' aims and activities



6. Act as one of the signing officers for cheques and other documents, such as contracts and grant applications
7. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff
8. Ensure that the mission, objective, and actions of Hope Awaits Ministries are in line with the word of God
9. Review the bylaws and policy manual, and recommend bylaw changes to the membership
10. Review the Board's structure, approve changes, and prepare necessary bylaw amendments
11. Participate in the development of Hope Awaits Ministries organizational planning and annual review
12. Approve Hope Awaits Ministries budget
13. Approve the hiring and release of the executive director, including the executive director's employment contract
14. Support and participate in evaluating the executive director
15. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Hope Awaits Ministries mission

Evaluation

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

Review Date and Approval Date

This board member job description is reviewed on an annual basis by the Chair of the Board of Directors. Recommended changes are presented to the Board of Directors.

Approval Date: _____

Review Date: _____