

## **Bemidji Pride Board of Directors – Fundraising Director Position Description:**

### **Collaborating closely with the Chair, the Fundraising Director:**

1. Leads fundraising strategies and activities.
2. Seeks and applies for grants.
3. Organizes sponsorship, donations, and other fundraising activities related to the annual Bemidji Pride event. May be asked to assist with other event fundraising.
4. Collaborates with Silent Auction Coordinator and other committee leads who are involved with fundraising.
5. Performs other duties as assigned by Chair.

The Fundraising Director is a vital role of the Board of Directors, responsible for overseeing and advancing the organization's grant acquisition and funding strategies. This seat is dedicated to ensuring the organization secures sustainable funding to achieve its mission and expand programs. The Fundraising Director will collaborate with fellow members of the Board of Directors, committee leads, volunteers, and external stakeholders to identify funding opportunities, develop compelling grant applications, and maintain relationships with funding partners.

Related to the annual Bemidji Pride festival, this position leads all work as it pertains to recruiting sponsors and donors. This includes, but is not limited to, timely marketing (in collaboration with the Marketing committee lead), follow-up communication to potential sponsors and donors, accurate tracking and reporting of sponsor information (contact info, donation, etc), and issuing all thank you notes. Will closely collaborate with the Treasurer to track and report the status of financial donations.

The typical time commitment of the Fundraising Director includes: Attendance at one Board of Directors meeting per month, approximately two hours. Other related work is estimated to take 6-8 additional hours per month. In the 2-3 months leading up to the annual Bemidji Pride event, all Board of Directors members, committee leads, and major contributors should anticipate a gradual ramping up of time commitment (at and outside of meetings). In the weeks leading up to the main event, planning meetings occur weekly.