
Formerly Interfaith Hospitality Network of the Main Line

Development Committee “Want Ad” (issue date September 8, 2022)

Opportunity: Seeking to recruit up to six new members at this time.

Overview: The Development Committee is looking for motivated individuals willing to ensure the budgetary needs of the nonprofit are met annually each fiscal year (July 1-June 30). We are looking for people who are passionate about the nonprofit and preferably have fundraising experience. As a committee member, the volunteer will be assigned to a subcommittee, and help organize and implement one or more fundraising activities, including special events, direct mail, and engage in special program appeals from individuals, community groups, corporations, and foundations.

Help is needed with regular tasks and several annual special events. Regular tasks include sending thank-you letters throughout the year as well as at year-end. Special events are held in April, September and October. In April there is the annual Giving Day/Volunteer Appreciation Event. In September there is the main fundraising event. In October there is the “Night Without a Bed” event. In addition, in October the annual appeal is held. Also in December there is a year-end appeal for giving.

Time Commitment: The person would need to commit to attending at least one monthly Development Committee meeting before being assigned to a subcommittee. The frequency of Subcommittee meetings will depend on the need but should not exceed bi-weekly. Most meetings will be virtual, but a couple will probably be in person. A typical meeting will be between 30 and 60 minutes. We would like to keep meetings fairly streamlined so no more than 7 people would attend including at least 1 of the 4 current Committee members. The Development Committee members who are *volunteers* are not required to attend board meetings; however those who are *directors* will be required to attend bimonthly meetings of one to two hours of the FPML Board of Directors.

Experience and Skill sets that would be helpful:

- 1) Local business/community connections
- 2) Event/Party planning experience
- 3) Fundraising/Nonprofit experience
- 4) Copywriting/Proofreading experience
- 5) Writing skills - direct mail, advertising/marketing, website, social media, etc.
- 6) Graphic Design - help with event invitations, promo items, Annual Report, etc.
- 7) Strong personality that doesn't mind asking for contributions; someone with "Cold Calling" experience - sales, realtor, consultant, etc.

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Finance Committee “Want Ad” (*Issue Date September 8, 2022*)

Opportunity: We seek to add one committee member who is a *director*, and one committee member who is a *volunteer*, to augment and support the initiatives of the Finance Committee.

Overview: The Finance Committee is seeking individuals willing to invest their time and talent in support of the ongoing initiatives related to the nonprofit. A committee member will actively participate in committee meetings and provide oversight of financial activity.

Time Commitment: The Finance Committee will meet when required; usually once per month. The Finance Committee members who are *volunteers* are not required to attend board meetings; however those who are *directors* will be required to attend bimonthly meetings of one to two hours of the FPML Board of Directors.

The ideal committee member will have:

- 1) familiarity with business leaders
- 2) experience in the banking/financial sector
- 3) experience using applications such as Excel, Quicken etc.
- 4) ability to interpret financial related statements

Governance Committee “Want Ad” (Issue Date: September 8, 2022)

Opportunity: Seeking three members maximum at this time

Overview: The Governance Committee is looking for individuals willing to invest time and energy in keeping the governing structure working efficiently. The Governance Committee work includes all aspects of board development of both volunteers and directors, from recruitment, orientation, training, re-training, recognition to retention. It also includes annual review and if needed, updating of the organization’s bylaws to ensure our bylaws correctly reflect our mission and goals.

Time Commitment: The Governance Committee members who are *volunteers* are not required to attend board meetings; however those who are *directors* will be required to attend bimonthly meetings of one to two hours of the FPML Board of Directors. All volunteers would be expected to attend at a minimum six bi-monthly committee meetings. The time commitment for committee work would be about 1-3 hours per month, or as decided by the committee.

Experience and Skill sets that would be helpful for the Governance Committee Volunteer and Director

- 1) Wide range of connections in the community
 - a. Nonprofits
 - b. Municipal and/or county government
 - c. Civic, e.g. League of Women Voters, NAACP, Cradles to Crayons
 - d. Professional, e.g. Rotary, Chambers of Commerce
 - e. Corporations, Foundations
 - f. Faith communities
 - g. Educational institutions
- 2) Networking and/or connecting skills; enjoy meeting new people, connecting same to others
- 3) Volunteer experience and/or board development and/or foundation work
- 4) An understanding of and commitment to the mission of the organization

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Planning Committee “Want Ad” (*Issue Date September 8, 2022*)

Opportunity: Seeking three members maximum at this time

Overview: The Planning Committee is looking for individuals willing to invest time and energy helping us craft a strategy for the nonprofit and the goals/objectives to support it. We are looking for a few people that are passionate about the nonprofit or have cogent experience with a similar organization.

Time Commitment: The Planning Committee members who are *volunteers* are not required to attend board meetings; however those who are *directors* will be required to attend bimonthly meetings of one to two hours of the Board of Directors. All volunteers would be expected to attend at a minimum six bi-monthly committee meetings. The time commitment for committee work would be about 1-3 hours per month, or as decided by the committee. Most meetings will probably be virtual, but a couple will probably be in person. A typical meeting will be between 60 and 90 minutes. However, the one meeting where we assemble a completed strategy may be several hours. We do not yet have a meeting schedule but will probably look to put something together in the next 2-3 weeks. We would like to keep the committee fairly streamlined so not more than seven (7) people total including the four (4) members we already have.

Experience and Skill sets that would be helpful:

- 1) People with familiarity with the environmental elements surrounding poverty and homelessness in our area.
- 2) People involved with other Affiliates of the nonprofit.
- 3) Program Graduates.
- 4) Congregation coordinators.
- 5) Clergy.
- 6) Social Worker.
- 7) Experience crafting organization strategies.