

Last Updated: December 2021

FUNCTIONAL TITLE: Fund Development Team Member

ORGANIZATIONAL UNIT: Fund Development

JOB TYPE: Volunteer

PRIMARY PURPOSE: The Fund Development Team participates in developing and implementing the fund development plan, driving increased charitable revenue and fundraising diversification for Fig Tree Foundation. The volunteer will work closely alongside the entire Fund Development Team and the Managing Director.

ESSENTIAL FUNCTIONS:

- ❖ Attend all Fund Development Team meetings
- ❖ Directly support development and implementation of the fund development plan
- ❖ Provide connections for FTF potential strategic partners and investors
- ❖ Represent the best interests of FTF both within and outside of the organization
- ❖ Be a brand ambassador by sharing FTF content within your networks, via social media and through other channels as relevant

The above statements are intended to describe the general nature and level of work performed by people in this role. They are not intended to be an exhaustive list of all responsibilities and duties required; projects and deliverables will vary month-to-month and year-to-year.

QUALIFICATIONS:

- ❖ Experience in fundraising, marketing, communications, events, partnership development and/or relationship management.
- ❖ Interest in and passion for international development.
- ❖ Willingness to engage in diverse activities to support fund development success.

WHY VOLUNTEER WITH FIG TREE:

By volunteering with Fig Tree you will gain valuable experience in the non-profit sector, in particular, in the crucial area of fund development. While contributing your skills and experience you will also learn from the rest of the Fund Development Team and gain new experience in the process.

TIME COMMITMENT:

As a Fund Development Team Member, you are expected to invest approximately 5 hours each month for team meetings and individual work contributing toward team goals. Additional commitments can arise for special meetings and events. Volunteers are requested to commit to their roles for one year, although we invite and encourage volunteers to deepen their experience by staying with us longer or exploring new roles within the organization.

To apply, please send an email to hr1@figtreefoundation.com