



“Together we make a difference across our community”

Fundraising Committee Profile

Purpose

The Fundraising Committee of the Plantation Community Foundation is a standing committee of the Board of Directors. The main goal of the committee is to create a calendar of events which will stimulate interest in the organization’s Mission and Vision, attract new members, and raise funds to support the Foundation’s Grant Awards Program.

All Plantation Community Foundation Board members are expected to assist the Fundraising Committee to accomplish its goals.

Structure

The Chairperson of the Fundraising Committee is a member of the Board of Directors and is responsible for identifying the event chairpersons. Together, they form the Fundraising Committee and work collaboratively to plan, execute and evaluate each fundraising event.

The Committee should be composed of five to eight Foundation volunteers. Committee volunteers are expected to assume leadership roles for an event activity.

The Committee will coordinate its work with the Foundation’s Office Manager and staff. They will work in conjunction with the Finance, Marketing, Membership and Philanthropy Chairpersons to accomplish their goals and objectives.

The Chairperson will provide monthly reports to the Board of Directors on fundraising activities.

Responsibilities

The Fundraising Committee is responsible for creating a comprehensive annual event plan that includes goals and desired outcomes. The Chairperson will prepare a formal proposal for each event which includes program theme and budget.

The Chairperson will submit the annual event plan to the Foundation Board for approval. The Committee will work with the Foundation’s Office Manager and staff to create event publicity, registration criteria and volunteer support.

At the end of each fundraising event, the Chairperson and the co-chairs will evaluate the success of the event and determine its sustainability. A post event report will be submitted to the Board with recommendations for change when deemed necessary.

Plantation Community Foundation is an organization dedicated to improving the quality of life of South Sarasota County residents by supporting organizations involved in social services, health care, educational, environmental, and cultural activities.