

**VOLUNTEER POSITION DESCRIPTION  
DEVELOPMENT COMMITTEE**

This committee assists with raising funds to create a financially sustainable OLLI. The committee assists with the planning and implementation of fundraising activities; researching and pursuing potential funding sources; preparing and submitting grant proposals; and exploring/developing sponsorship opportunities with organizations that align with OLLI.

**DEVELOPMENT COMMITTEE CHAIR**

- Oversee the successful implementation of the committee tasks
- Plan and prepare meeting agendas
- Lead Fundraising Committee meetings
- Ensure the recording & submission of meeting minutes
- In partnership with the Volunteer Committee and staff, recruit and recommend Fundraising Committee members
- Submit brief summary for monthly Leadership Board meetings

**Estimated Time Commitment:** 4 hours per month

**DEVELOPMENT COMMITTEE TASKS**

**Fundraising Activities**

- With OLLI Director, review annual financial goals and funding needs
- Research, recommend and implement fundraising opportunities
- Maintain a donor recognition program
- Work with OLLI Director and CSUSB Development Office to create solicitation materials

**Grant Proposals**

- Work with CSUSB Development Office to identify potential private and public foundations and other grant issuing organizations aligned with OLLI
- Assist with creation and assembly of grant application documents

**Committee Size:** 1-3 members

**Term:** July 1-June 30; renewable upon mutual agreement

**Estimated Time Commitment:** 3-5 hours per term

**Meeting Requirement:** as needed

**Preferred Experience & Skills:**

- Fundraising, proposal writing and/or graphic design experience
- Experience working with the philanthropic community
- Excellent interpersonal communication skills
- Commitment to lifelong learning
- Willingness to contact potential donors on behalf of OLLI