



FUND DEVELOPMENT COMMITTEE (Multiple Positions)

About the Organization:

Our Organization is an official Bermuda registered charity which currently includes: AH! TEMPO Show Choir Performing Arts Programme, AH! TEMPO Publishing, and QUEST school. AH! TEMPO, a Company by Guarantee, with charity status was established in 1997 as an umbrella company and is expanding to provide other offerings to Bermuda's youth to meet their needs in three areas: AH! TEMPO Show Choir Performing Arts, QUEST School for gifted and talented students, and as a Publishing House.

Job Overview:

As a member of the fund development committee, you will assist the The Development Director as they act in a fund development and fundraising capacity to develop fundraising strategies, formulate solicitation procedures and oversee all fundraising activities. The Development Director also identifies new donor bases, directs and coordinates solicitation of funds. This position acts as a liaison between the organization and potential donors or funding partners, leads grant writing efforts, and sets funding goals.

Responsibilities and Duties:

1. Fundraise in accordance with set annual target goals as outlined by the Company.
2. Increase the contributions of individuals and groups by building relationships and exploring new fundraising opportunities from various sources.
3. Motivate and facilitate supporters to maximise the funds raised.
4. Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters.
5. Organise traditional fundraising activities, such as black tie events, concerts, donor letters, tag days, etc.
6. Host an annual sponsors/donors event.
7. Develop new and imaginative fundraising activities, many of which involve organising events.
8. Raise awareness of the charity and its work at local and national levels, e.g. giving talks to groups or seeking photo opportunities with the media.
9. Develop and coordinate web-based fundraising, online auctions and merchandise sales.
10. Increase funds by researching and targeting charitable trusts whose criteria match the charity's aims and activities.
11. Develop and implement a strategy for individual and corporate supporter recruitment and development.
12. Recruit, organise and manage volunteers to carry out various functions within the charity.
13. Oversee corporate fundraising, including employee giving and matched giving from employers.



14. Propose and implement the most efficient database platform, manage and update databases to record donor contact and preference information.
15. Write applications and mail-shots, using direct mailing to reach a range of potential and current donors.
16. Make risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.
17. Attend the AH! TEMPO Board of Directors and QUEST Board of Governors meetings and relevant working team meetings (Finance, Fundraising, and Marketing teams).
18. Meet with the Chairman of the AH! TEMPO, QUEST Boards and QUEST Executive Director on a monthly basis to develop, plan, and review an ongoing list of future events.
19. Serve as a member on the QUEST Board of Governors.
20. Participate in the creation and annual review of the Fundraising Policy and Procedure Manual and make amendments as necessary to present to the Board for approval.
21. Submit quarterly, as well as yearly, reports to the QUEST Board of Governors and the AH! TEMPO Treasurers.
22. Assist the Accountants and Finance Team (QUEST) with any queries in relation to the preparation of the annual financial statements on the Fundraising Report.

Qualifications:

- Experience: proven track record of raising funds for registered charities
- Personal characteristics: organized, honest, excellent public speaker, networking skills, persuasive, effective public relations skills, passionate about philanthropy and supporting the growth of young people
- Impeccable references

Reports To:

- Fund Development Committee members will report to The Development Director.