

BOARD/DEVELOPMENT COMMITTEE/FUNDRAISING VOLUNTEER RECRUITMENT PACKET

Just as with recruiting board members, the recruitment process for members of your development committee and other volunteer fundraising positions, needs to be a thoughtful, well-planned process. First you must determine what skills and talent you need on the board, the development committee, or other fundraising committee. Second you need to identify the right people who match these needs. The next step is determining who should approach this person and invite them onto the board, development committee, or to participate in another fundraising role. It could be the board chair, development committee chair, a staff member or another member of the development committee or board. In short, the best person to recruit a board member development committee member, or fundraising volunteer follows the same rule as determining the best person to ask a major donor for a gift—the person who has the best relationship with them. Often it is a team “ask.”

Before approaching the prospective volunteer, you need to develop a Volunteer Recruitment Packet for everyone you are asking to serve in a volunteer capacity. Here are some things those should be in those packets.

Board Recruitment Packet	Development Committee Recruitment Packet	Fundraising Volunteer Recruitment Packet
By laws of the organization		
Board member position description*	Development committee member position description*	Volunteer position description*
List of board meeting dates with times and locations	List of development committee meeting dates with times and locations	List of committee meeting dates with times and locations
List of current board members	List of current development committee members and list of current board members	List of other volunteers involved in this committee or project and list of current board members
Your organization’s case for support	Your organization’s case for support	Your organization’s case for support
Your development plan	Your development plan	Timeline of project or campaign on which you are asking the volunteer to work
Organization budget for current fiscal year		
Any other information about your organization that might be helpful to the prospective board member	Any other information about your organization that might be helpful to the prospective development committee member	Any other information about your organization that might be helpful to the prospective volunteer

*Position descriptions should include term limits, general roles and responsibilities, and the level of time and financial commitment expected for the volunteer.