



Development Committee Chair – Board Position Volunteer Park Trust

We're looking for a collaborative and creative leader to serve as chair of the Volunteer Park Trust Development Committee.

The chair leads the Development Committee in planning and implementing fundraising to help preserve and improve Seattle's Volunteer Park, while also collaborating with other volunteers to meet the Trust's annual operational and long-term sustainability goals.

By volunteering with Volunteer Park Trust, you'll apply your background and expertise to support and protect our historic urban park in one of Seattle's most prominent neighborhoods. You'll also have an opportunity to learn new skills in support of your personal and professional development.

Join us in preserving Volunteer Park as a historic urban oasis for generations to come.

Qualifications:

- Keen interest in the work of Volunteer Park Trust
- Willingness to reach out to donors and prospects to solicit gifts
- Must enjoy working in a team environment
- Some experience with nonprofit development, either as a paid employee or as a volunteer, is desired

General Duties

- **Lead the Development Committee**
 - Set meeting schedule and agenda
 - Lead committee meetings
 - Post meeting minutes and track action items
 - Keep the VPT Steering Committee updated on Development Committee progress
- **Collaborate with the Development Committee to plan fundraising and meet long-term goals**
 - Create a multi-faceted development plan from a variety of sources, including grants, individual donations, and business donations
 - Collaborate with the Marketing Committee to develop and execute a plan for donor and prospect communication and stewardship, including donor appreciation events
 - Collaborate with the Administrative Services Manager to execute the Development Committee plan
- **Collaborate with the data management volunteer** to maintain accurate data and to ensure donors receive timely thank-you notes
- **Assess outcomes of annual campaigns**
- **Guide the overall direction of the Volunteer Park Trust** by participating on the VPT Steering Committee

Time Commitment

- Up to 5 hours per week. Varies throughout the year, with more time commitment during the Fall Campaign (Sept-Nov)
- Work is done from home; VPT has no physical office
- Attendance at monthly Steering Committee meeting on Capitol Hill, on the third Thursday of every month at 5:30 pm

Contact

Jeff Crandall, Administrative Services Manager: jeff@volunteerparktrust.org, 206-353-9148

About Volunteer Park Trust

The mission of Volunteer Park Trust is to preserve and enhance this city and national landmark for today and for generations to come. Centrally located on Seattle’s Capitol Hill, Volunteer Park represents the most complete and well-preserved example of the Olmsted Brothers’ design approach for Seattle city parks. Volunteer Park Trust is a volunteer-led organization that works in partnership with neighbors, Department of Neighborhoods, Seattle Parks and Recreation, Seattle Parks Foundation, Seattle Art Museum, and the Volunteer Park Conservatory.