



Sawfish Conservation Society Inc.
824 Manatee Ave W., #645
Bradenton, FL 34205-8647
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www.sawfishconservationsociety.org

Fundraising Committee Chair

Job type: Voluntary, unpaid with future earning potential (dependent upon funding success)

Term: Part-time 12-month position w/ renewal potential

Location: Remote, virtual

Application closing date: Open until filled

The Sawfish Conservation Society (SCS) is a 501(c)(3) charity whose mission is to connect the world to advance sawfish education, research, and conservation. The SCS is a global organization with the core values of inclusion, collaboration, and respect. At the SCS we celebrate and value diversity and welcome employees, volunteers, and members of all races, colors, religions, genders, gender identity or expressions, sexual orientations, national origins, genetics, disabilities, ages, or veteran status.

Position brief:

The Fundraising Committee Chair will manage the Fundraising Committee and serve as the liaison between the Board of Directors and the Fundraising Committee. The Fundraising Committee is responsible for identifying income sources and opportunities, drafting applications and proposals, securing approval from the Board of Directors, and applying for funds.

Responsibilities:

1. Develop and supervise the Fundraising Committee
2. Organize and run regular formal meetings (e.g., every other month) with the Fundraising Committee, as well as informal meetings as required to complete tasks
3. Identify sources of funding for SCS activities (grants, fellowships, donations, partnerships, etc.) and other creative fundraising opportunities with support of the Fundraising Committee
4. Draft funding proposals/applications with support of the Fundraising Committee
5. Present proposals/applications to the SCS board for approval to proceed
6. Work with the Education Committee and Research Committee chairs to initiate donation campaigns
7. Provide Fundraising Committee updates to the Board of Directors during formal meetings (e.g., every other month)

Requirements:

1. Demonstrable experience in fundraising and grant writing
2. Two years of experience managing a team
3. Knowledge of sawfish or ocean conservation needs preferable, but not required

To apply:

Submit a cover letter, CV, and contact information for two references to:

sawfishconservationsociety@gmail.com . In the subject line, write "Fundraising Committee Chair"