

TriCircle Fundraising & Events Committee Chairperson Executive Summary

The Chairperson of the Fundraising & Events Committee (FR&EC) is a virtual and in-person volunteer position. The objective is to spread the TriCircle message and encourage our community of supporters to make donations and participate in our events. The Chairperson will manage and communicate with the FR&EC and lead fundraising efforts that increase brand awareness and visibility in the community. Upon Board of Director's (BOD) approval, and in conjunction with our Social Media Ambassador, access may be granted to use any appropriate digital marketing outlets (website, newsletter, press releases, etc.) and/or social media channels to promote events, active fundraising campaigns and encourage public support. The Chair directly contributes to TriCircle's vision and mission.

Duties and Responsibilities

- Assist with the planning and management of year-round fundraising initiatives
- Identify and engage potential business partners as sponsors
- Collaborate with the Public Relations and Communications Committee (PR&C) and Social Media Ambassador to increase our communications with newsletter recipients, supporters and current donors
- Assist the BOD in creating the annual fundraising plan and event budgets
- Contribute creative ideas for new fundraising opportunities

Qualifications and Skills

- Outgoing, enthusiastic and creative thinker
- Ability to build strong relationships with new people, businesses, and organizations
- Ability to use online tools and interpersonal relationships to engage members, donors, and corporate partners
- Works well independently and proactively as part of a team
- Experience in nonprofit fundraising and/or event planning
- Clear understanding of the unique needs of TriCircle

Term/Commitment

This position is unpaid and requires a minimum of a 1 year commitment for an average of 3 hours per week, with an increased number of hours as event dates approach and on the day of each event. These hours will be completed virtually and in person in the Fundraising Volunteer's own office or at the publicly accessible TriCircle main office in Meriden, CT as needed.

Benefits and Recognition

This position is well suited to individuals who desire valuable experience in fundraising management, event planning, marketing and nonprofit management. Our volunteers are highly valued members of the team and contribute to making a significant difference in the success of our vision and mission, our advocacy, awareness, and education initiatives. A branded TriCircle item of choice is provided to each volunteer (hooded sweatshirt, polo, coffee mug, etc.). TriCircle will also provide milestone acknowledgements and reference letters for all volunteers who successfully complete their placement.

Vision: TriCircle envisions that all people seeking recovery be given inspiration, skills and opportunities within a safe, stigma free community which supports substance free long-term wellness.

Mission: TriCircle is an organization that provides resources for individuals and their families affected by substance use disorders. Through education, research and community engagement, we are dedicated to

providing the tools that build strong futures.