Mount Pleasant Neighbourhood House

800 East Broadway • Vancouver BC, Canada • V5T 1Y1 • Unceded Coast Salish Territory
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Job Description: Prosperity Committee Members (Fund Development)

Vision: Mount Pleasant Neighbourhood House is a community thriving in connection, celebration, engagement and leadership.

Mission: Mount Pleasant Neighbourhood House plays a leadership role in building a healthy and engaged neighbourhood by connecting people and strengthening their capacity to create change.

Values:

- human potential as our strongest neighbourhood asset
- stewardship of resources for the good of the community
- the strength that diversity brings and the role of social inclusion in neighbourhood life
- social justice for all in all aspects of life
- learning and innovation as the foundation for growth
- celebration of past, present and future.

Please see our Diversity & Inclusion Statement, and our Respect Policy, attached.

Prosperity Committee: Fund Development Plan

Mount Pleasant Neighbourhood House is convening a Prosperity Committee for overseeing the organization’s overall fundraising. The Prosperity Committee will:

- Develop, implement and maintain a collaborative fundraising plan to achieve financial and non-financial fundraising goals
- Leverage the fundraising plan to support the five-year business plan as it relates to maintaining and building donor relations, while building systems and stakeholder capacity to support fundraising
- Collectively work toward enhanced visibility and increased awareness for Mount Pleasant Neighbourhood House, and cultivation of new relationships/stakeholder groups
- Help Mount Pleasant Neighbourhood House build capacity for cultivating relationships that contribute to meeting the organization’s financial goals
- Development and sustainability of the Prosperity Committee
- Identify and pursue strategic fundraising opportunities through grants, internal and external donors, corporate strategies, special events, and donor recognition and maintenance

Connecting neigbhours since 1976.
**Prosperity Committee responsibilities**

- To work with staff to establish a fundraising plan that includes goals and a series of appropriate vehicles, such as thankathons, third party fundraising, etc.
- To work as a partner with fundraising staff in their collective efforts to raise funds
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- To be responsible for recruiting other volunteers to support fundraising efforts, including Mount Pleasant Neighbourhood House Community Board members
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost- and time-effective
- To meet monthly (except December) and report quarterly to the Mount Pleasant Neighbourhood HouseCommunity Board unless additional reporting is required for special events/circumstances
- To educate itself in fundraising practices (for example, reviewing articles or chapters from fundraising publications at each meeting), including sharing ways and means for knowledge retention and peer-to-peer learning
- Fundraising staff and chair person should have regular discussions to set agenda for meetings, and determine duties of staff and committee members (e.g., reporting, researching, leading specific efforts, etc.)
- Ensuring activities of the Prosperity Committee are aligned with Mount Pleasant Neighbourhood House marketing practices.

**Individual Prosperity Committee member responsibilities**

Volunteer Prosperity Committee members are expected to:

- Attend monthly committee meetings.
- Be involved in the work of the committee between these meetings.
- Assist in the planning of fundraising activities for the Neighbourhood House.
- Assist in prospecting and pursuing potential corporate and private donors and partners.
- Personally donate or raise funds directly from others an amount that is commensurate with their own means (over and above any other fundraising activities they participate in).
- Actively participate in at least two fundraising activities per year.
- Receive opportunities to be educated about the Neighbourhood House.
- Receive opportunities to learn leadership skills which will be transferable to other volunteer, career and life situations.
- Act as a partner with the Neighbourhood House staff in this work.
- Agree to stay with the committee for at least two years, unless extenuating circumstances arise.
Prosperity Committee Co-Chair responsibilities
Additionally, prosperity Committee Co-Chairs are to include one staff member to mobilize staff around fundraising initiatives, and one volunteer. Co-Chairs are expected to:

- Call, plan the agenda for and chair monthly meetings, ensure there is a minute-taker at each meeting, distribute meeting minutes to all Prosperity Committee members. Co-Chairs also order food for dinner for each meeting.
- Play a leadership role in setting the agenda for monthly meetings, in consultation with the Mount Pleasant Neighbourhood House Community Board of Directors and the Mount Pleasant Neighbourhood House Executive Director and executive team.
- Play a leadership role in recruiting and supporting volunteer Prosperity Committee members.
- Play a leadership role in planning fund development events and initiatives, such as: Scotiabank Charity Challenge, The Winner’s Circle, etc.
- Play a leadership role in identifying and building relationships with potential donors and partners, along with the Mount Pleasant Neighbourhood House executive director and members of the executive team.
- Coordinate fund development efforts with Prosperity Committee members, Community Board members and Mount Pleasant Neighbourhood House staff, to ensure relationships and efforts do not conflict.

Key Assets for Prosperity Committee Members

- Some combination of knowledge and/or experience in any of the following areas:
  - Fundraising for charitable non-profit organizations
  - Experience in the non-profit sector
  - Communications
  - Marketing
  - Special events
  - Relationship development and management
  - Extensive professional networks
  - Excellent planning and communication skills
- Knowledge of Mount Pleasant Neighbourhood House would be an asset.
- Committed to the financial health of Mount Pleasant Neighbourhood House.
- Knowledge and desire to help sustain existing relationships, and build new donor relationships for Mount Pleasant Neighbourhood House.
- Desire to contribute and learn.

Accountability
The volunteer Prosperity Committee members will have end-to-end accountability for all the deliverables and be responsible to the Executive Director.

Benefits
Be a part of the team that drives Mount Pleasant Neighbourhood House’s financial resilience. Gain professional development and learning in a fun, supportive and creative community.
The work of the Prosperity Committee provides direct benefits to more than 7,200 participants each year from 40+ countries and many Indigenous nations from around the world. We welcome folks of all backgrounds, cultures, genders and generations, from all walks of life—to develop a community thriving in connection, engagement, celebration and leadership.

Mount Pleasant Neighbourhood House will provide a letter of recommendation at the successful conclusion of the term, and serve as a reference if appropriate. Mount Pleasant Neighbourhood House will invite the Prosperity Committee to its annual volunteer appreciation party.

**Contact**
Executive Director
execdir@mpnh.org, 604.879.8208, ext 103

Claudine Matlo, Director of Community Programs
cmatlo@mpnh.org, 604.879.8208, ext 138

**How to Apply**
Please apply with a cover letter indicating why you are interested in supporting Mount Pleasant Neighbourhood House and which of your skill sets and experiences would make you a good match for this project, along with a detailed resume.

**Estimated Time Commitment:** 5-10 hours per month, including meetings, ongoing for two years

**Expected Start Date:** February 2020  
**Expected End Date:** January 2022 (2 years or more)

**Deadline for Applications**  
January 31, 2020 (and ongoing)