

# CVL Fund Development Committee Position

**Position Title:** Member of the Fund Development Committee

**Location:** CVL Offices and Virtual

**Reports to:** Chair of Fund Development Committee

**Purpose:** Assist with grant research, grant writing, securing private and corporate donations and sponsorships. If you have research and writing skills and would like to learn more about developing funding sources, we need your skills to secure funds for services, programs and general operating expenses.

## Key Responsibilities and Opportunities:

- Plan and cultivate financial support.
- Identify funding sources.
- Meet with donors and establish partnerships.
- Develop functions of the organization that can be enhanced by grants.
- Write and edit grant, donor and scholarship proposals.

**Qualifications:** Strong interpersonal skills, available by phone and internet, and a desire to share ideas and raise funds to support an organization that helps local residents age in their homes. Experience meeting deadlines and delegating grant writing tasks is a plus.

**Time Commitment:** Flexible, depending on level of availability.

## Benefits:

- Opportunity to share your skills and improve them.
- Gain experience collaborating with a group of talented people.
- Be involved at the forefront of a grassroots movement.
- Be a part of the program that brings the community together around aging.
- Expand your personal network.

## Contact for more information:

AmeriCorps VISTA Program Coordinator

Phone: 785-505-0187 or 785-505-0188

Email: [info@communityvillagelawrence.org](mailto:info@communityvillagelawrence.org)

Current  
Committee  
Members:

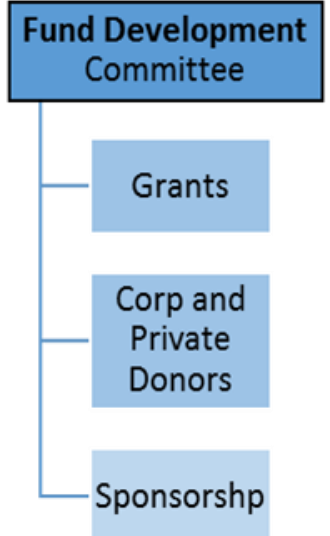
Mary Baskett  
(Chair)

Brenda Nunez

Judy Bellome

Tamara Cash

Ellen Paulsen



*To learn more about the mission of Community Village Lawrence, please visit:*  
[www.CommunityVillageLawrence.org](http://www.CommunityVillageLawrence.org) or [www.facebook.com/CommunityVillageLawrence](https://www.facebook.com/CommunityVillageLawrence)