



## **VMPC Board of Directors Role Description**

### **Position: Director of Funds & Business Development**

#### **Position Summary:**

The Chair of Strategic Business and Fund Development provides strategic leadership for VMPC's fundraising, sponsorship, and grant initiatives. In this role, you will work to diversify VMPC's revenue sources, strengthen partnerships, and ensure long-term financial sustainability. This role will also help to develop and lead a volunteer committee that supports the identification of funding opportunities and works in collaboration with the board executive and relevant portfolio chairs for the development and submission of funding proposals.

This volunteer role is ideal for a mission-driven professional with experience in business development, nonprofit fundraising, grant writing, or corporate partnerships.

**Term of Office:** Board terms at VMPC are 3 years and renewed annually at our AGM

#### **Responsibilities:**

##### Strategic Leadership ~30%

- Develop and lead VMPC's annual fundraising and business development strategy in alignment with the organizational strategic plan and in consultation with the executive.
- Collaborate with the Executive Committee to integrate fundraising priorities across programs and initiatives.
- Advise the Board on opportunities for financial growth, innovation, and partnership development.

##### Committee Management ~20%

- Lead and coordinate a team of volunteer committee members focused on grant research, sponsorship, and outreach.
- Facilitate regular committee meetings to review progress and assign tasks.
- Mentor and support volunteers to promote collaboration and professional growth.

##### Fund Development & Corporate Relationship Building ~40%

- Identify and prioritize federal and provincial grant opportunities that align with VMPC's mission.
- Oversee the preparation and submission of grant applications in partnership with the Executive and volunteers.
- Cultivate and maintain relationships with funding agencies, sponsors, and community partners.
- Explore and recommend potential fee-for-service or partnership-based revenue streams



### Reporting & Evaluating ~10%

- Track and report key fundraising performance indicators, including funds raised, grants submitted, and partnership growth.
- Provide regular progress updates and recommendations to the Board.
- Provide recurring reports to the board outlining progress, challenges and recommendations
- Support the development of donor recognition and stewardship strategies in collaboration with communications volunteers.

### Skills, Abilities & Requirements:

- Demonstrated experience in fundraising, grant writing, sponsorship development, or nonprofit business development.
- Strong strategic and analytical thinking skills; ability to develop and implement effective fundraising plans.
- Exceptional relationship-building and communication skills for engaging funders, partners, and volunteers.
- Knowledge of the Canadian nonprofit funding landscape and related grant processes.
- Proficiency in digital tools for fundraising, data tracking, and virtual collaboration.
- Comfortable with public speaking, advocacy, and representing VMPC at external meetings or events.
- Must reside in Canada.

### Benefits:

- Contribute to strengthening the volunteer management profession nationally.
- Gain experience in strategic nonprofit leadership and national board governance.
- Build professional networks with peers, funders, and sector leaders across Canada.
- Recognition as a national leader in nonprofit fundraising and community impact.
- Opportunity to shape VMPC's long-term financial sustainability and national impact.
- Access to ongoing professional development opportunities, conferences, and training.

### Time Commitment:

- Monthly Board Meeting (1.5 Hours)
- Additional Committee and project work approximately 8-10 hours monthly
- Participation in other VMPC events is encouraged but not required

**Revised:** December 2025

I have read the above volunteer role position and adhere to carrying out the responsibilities and functions of this role.

Name: \_\_\_\_\_

Date: \_\_\_\_\_