

## Volunteer Role

### External Affairs Committee Member

Disability Network Northern Michigan (DNNM) volunteers are responsible for representing DNNM and upholding our mission by raising awareness and impacting communities in our seventeen county service area through outreach, education and advocacy.

- The External Affairs Committee (EAC) focuses on all external issues including fundraising, marketing, events, public relations and publications. As well as building, cultivating and stewarding relationships resulting in raising funds and awareness for DNNM.
- The EAC consists of board, staff and community members.
- The EAC meets monthly in the Traverse City area. A call-in or video option for the meetings are available.
- Members will serve a minimum of one year on the committee and may serve consecutive years.
- Orientation and training to be provided by DNNM staff and board members.

### Responsibilities

- Serves as an ambassador promoting DNNM's mission within the community.
- Actively participates in fundraising and marketing special events.
- Leads certain types of outreach efforts, such as chairing a special event committee or hosting fundraising parties.
- Builds relationships with current and potential donors and community connections.
- Works with staff in their efforts to raise money.
- Identifies potential donors and community connections.
- Identifies community groups that may be prospects to host a special event where DNNM is the benefactor.
- Identifies networking opportunities in local communities beneficial to attend.
- Identifies fundraising and marketing infrastructure needs.
- Assists with collecting testimonials and build a story library for marketing and fundraising efforts.
- Assists with developing branded marketing pieces.
- Generates fundraising and marketing ideas.
- Evaluates and implements elements of the fund development plan including establishment of donor cultivation and retention process.
- Oversees the board's role in donor relations efforts.
- Works with DNNM staff to establish a fund development plan and related fundraising strategies and calendar. These include annual appeal, events sponsored by community groups, house parties, "friend- raising" protocols and more.

### Are you ready to find out more information?

Contact Jennifer Hutchinson, Director Organizational Advancement at 231 922 0903 ext. 330 or [jen@disabilitynetwork.net](mailto:jen@disabilitynetwork.net).