



Youth Action Programs & Homes, Inc. (YAPH) Circle of Friends (COF)

Description/Composition

YAPH's Circle of Friends (COF) is an organizational sustainability and resource development advisory body, serving as a complement to YAPH's Board of Directors. It is comprised of an appointed chairperson and 7 members -- meeting bi-monthly, and reporting directly to YAPH's Executive Director (ED).

Roles and Responsibilities

- **Annually review and assess** YAPH outcomes of past initiatives and current needs to identify a couple of discrete fundraising and "friend-raising" projects/events to tackle for the year
- **Oversee development and coordination of projects through execution** in collaboration with staff, students, pro-bono consultants and other external parties, as applicable; report progress to ED.
- **Secure donated resources and produce successful, lucrative, annual gala, along with other sundry fundraising and "friend-raising" events/activities** to raise funds and to increase organizational awareness; serve in leadership/coordination role at these events.
- **Tap networks for donations – identifying and cultivating potential funding/support opportunities** via individuals/entities; **manage relationships with prospective donors/supporters** to obtain financial awards, services and/or products, time and skills/expertise; **contribute personally** in any of the aforementioned ways
- **Track and document relationship building and fundraising** actions in shared donor database management system, keeping YAPH staff apprised as warranted

Prerequisites, Skills & Attributes

YAPH is seeking interested individuals -- including but not limited to -- young professionals, retirees and community members who are well-connected and active in leadership roles.

General Requirements: Commitment to the vision, mission and goals of YAPH and to economic/social justice and multiculturalism

Skills/Attributes: Well-connected with Access to Range of Networks; Excellent People and Communication Skills; Reliable; Passionate; Creative; Resourceful; Persuasive; Persistent; Ethical; and Honest.

Optional: Media Savvy; Marketing and/or Public Relations Skills/Experience

Term Limits

- Chairperson and Committee Members are appointed for a one year term -- renewable upon discretion of ED