



Center for Family Life and Recovery, Inc.
Community Engagement Committee Chair

Job Summary and Responsibilities: Community Engagement Committee Chair shall plan provide oversight of the programs, activities, communications and strategies that support the development and implementation of a comprehensive external relations program, serve as public advocates for the advancement of the organization and provide philanthropic leadership in support of the mission of the organization.

- Attend and participate in on-site and off-site events of the organization;
- Host special functions for donors, friends and/or prospective donors of the organization;
- Serve as cultivators, door-openers and askers for prospective donors, for all the organization's priorities;
- Establish and maintain relationships with representatives from local, state and federal entities:
 - build relationships with targeted/identified individuals;
 - set-up appointments and open doors on behalf of the organization;
 - establish political ties with representatives in Herkimer and Oneida County; convey information about organization to known & unknown contacts and entities.

Board Member signature

Date