



# MAKE ART. TOGETHER.

**Position Title:** Club Ambassador: At-large

**Position Type:** Volunteer

**Time Commitment:** 5-8 hrs/month

**Location:** 2235 E. 38th Street, Minneapolis

**About Us:** courageous heARTS mission is to illuminate youth as leaders while inspiring creativity, courage, and collaboration throughout the whole community. Our vision is that people will discover, heal, and strengthen their hearts so they can thrive as active, engaged, and courageous leaders in their world.

**Position Purpose:** Club members contribute to the management of the organization by providing focused energy for one of three strategic areas: fundraising, outreach, and program development. At-large members support the work of the board of directors, but are not voting members.

## **Responsibilities of All Ambassadors**

- Partner with Youth Advisory Board members as decision-making peers and leadership mentors
- Ensure club efforts align with organization values, strategic goals and staffing capacity
- Consistently attend club meetings one Wednesday per month from 6-7:30pm (see schedule below)
- Contribute to club projects through discussion, research, and other club-defined deliverables
- Serve as an ambassador for courageous heARTS within your personal and professional networks
- Able to commit to at least one-year of service

## **Fundraising Club Goals** (1st Wed. of month from 6-7:30p)

- In collaboration with staff, draft an annual fundraising plan that is in alignment with annual budget and includes a diverse portfolio of support (foundations, individuals, businesses, and earned revenue)
- Manage annual fundraising events, including: Ice Cream Social (August), pancake breakfasts (April/October), cookie sale (December)
- Secure business sponsorships, silent auction items and other in-kind donations
- Research philanthropic community, introducing heARTS to foundations, advisors and donors
- Review budgeted vs actual income on a quarterly basis to ensure fundraising goals are being met

## **Outreach Club Goals** (3rd Wed. of month | 6-7:30p)

- Develop schedule and secure staffing for outreach events, such as: farmers markets, resource fairs, art fairs, and other school/community events
- Promote events and offerings through social media, neighborhood flyers, and word of mouth
- Recruit artists and volunteers for one-time and on-going staffing needs
- Contribute to monthly e-newsletter and help design other promotional materials

## **Program Club Goals** (4th Wed. of month | 6-7:30p)

- Develop annual evaluation plan and monitor program goals
- Develop seasonal class and workshop calendar
- Communicate program schedule to Outreach Club for marketing and promotion
- Research and draft policies/procedures that provide a safe environment for studio visitors of all ages
- Engage in continuous improvement process through reflection and collaborative problem-solving

**To Apply:** Apply via our website under volunteer opportunities: [courageous-hearts.org/help-out](http://courageous-hearts.org/help-out). Selection process includes an interview with our founder and a Youth Advisory Board member.