



Expand your Impact – Ways to Get Involved

We welcome volunteers for specific one-time roles as well as those interested in working with us throughout the membership and grant season. *Here are just a few ideas....*

- Serve on one of our Teams. See descriptions below.
- Review grants and learn about nonprofits by serving on a Grant Committee
- Host or bring a friend to a prospective members' gathering or member-guest event
- Attend or help plan one of our events
- Attend the Annual Award Meeting, when the finalist organizations make presentations, our members vote and, grants are awarded.

Tell us what you're interested in by emailing us at: member@impact100gardenstate.org

Volunteer Opportunities for 2019- 2020

Events Team

Help identify and secure meeting space, coordinate catering, and assist with all logistics for member events and programs including collect RSVP's, greet, register and direct attendees at events.

Annual Awards Team

Committee is responsible for planning and executing all details for the Annual Awards Meeting including everything from securing a location, food & beverage, invitations, program booklet, etc. Meetings are limited with most of the activity occurring in the spring.

Finance Team

Help collect and record donations from members, friends including matching gifts from corporations, and sponsors. Review and approve reimbursement requests and invoices and forward approved expenses to Community Foundation of New Jersey (CFNJ) for payment. Maintain the financial records of the organization in QuickBooks and reconcile those records monthly to Impact 100 Garden State's account statement from CFNJ and to its donor management system. Prepare financial reports for review and discussion by the leadership team at its monthly meetings. Provide quantitative analysis of membership and grants data. Lead the organization's annual budgeting effort. Develop long-range funding strategies. Help evaluate the financial condition of grant applicants which takes place in the Spring.

IT Team

Evaluate, prioritize and address our technology needs. Manage our website. Assist in the development of an annual IT plan, evaluate IT software and services and suggest procedures for database development.



Grants Team

Serving on the Grants Team is one of the most meaningful ways to participate in IMPACT 100 Garden State. Learn about the needs in our communities and about our grants process. Grant Review and Operations provides in-depth member training to review and evaluate all incoming grant applications, goes on site visits and recommends finalists. This process takes place throughout the winter months. Grant work culminates with finalist selections in early May and preparations for the Annual Awards Meeting in June. The Grant Administration process takes place thereafter. They meet with grant recipients to manage and review the progress of the grant, provide grant reporting updates, and maintain on-going relationships.

Non-Profit Outreach Team

Helps develop, coordinate, and run all aspects of the Nonprofit Information Sessions held annually in the fall in our service area and prior to the opening of the grant process. Communicate Impact 100's grant goals, guidelines, and application process. This team also works with the Events Team on any events that involve previous grant recipients.

Membership Team -

The Membership Team is active year-round and involves many! It oversees membership enrollment and renewals, plans and hosts prospective membership gatherings, provides opportunities to connect members with one another, helps members find volunteer opportunities, plans and runs education events, tracks and helps facilitate renewals, and welcomes new and returning members through our Ambassadors and orientation sessions.

One-and-Done

Volunteers are offered the opportunity, depending on their time and interest, to assist various Impact 100 Garden State teams at any given time on specific, one-time tasks or projects which could include assembling packets, doing mailings, writing a member profile, taking photos, assisting at events, and more.

Marketing & Communications Team

Creative members interested in promoting Impact 100 Garden State's connection with grantees, keeping members and the community informed, and working on composing and disseminating strategic messaging are welcome! Help with graphic design, social media content development, marketing strategy and materials, photography, press relations and/or our newsletter.

Sponsorship Team

Help develop and maintain relationships with companies that support Impact 100--a great fit for women with professional sales and/or service experience. Develop strategies to identify and cultivate prospective corporate and individual donors. Create Impact 100 GS sponsorship packages and other philanthropic marketing pieces.