

## **DEVELOPMENT COMMITTEE JOB DESCRIPTION**

### **INTRODUCTION**

The Development Committee leads the board's participation in resource development and fund raising. The committee works with the staff to develop the organization's fund development plan. The committee proposes policies and develops plans, procedures, and schedules for board involvement in fund raising. It helps educate board members about the resources needed to realize the organization's plans and fulfill its mission. It familiarizes board members with fund raising skills and techniques so that they are comfortable raising money. The committee is the board's central source of information about the fund raising climate in general, and about the status of the organization's fund raising activities in particular. The committee plays a strong role in identifying, cultivating, and approaching major donors.

### **GENERAL PURPOSE**

The Development Committee is appointed by and responsible to the Board of Directors to assume the primary responsibility for guiding and executing fund raising efforts to meet the budget of the organization.

### **APPOINTMENTS AND COMPOSITION**

1. Appointments of the Chair and members of the Development Committee shall be made annually by the President of the Board with the advice and consent of the Board in accordance with the Bylaws.
2. Other members may be appointed and need not be members of the Board of Directors, subject to the conditions stated in the Bylaws. These members are appointed annually by the President of the Board in consultation with the Chair of the Committee.

### **RESPONSIBILITIES**

1. Develop long-term and annual fundraising plans that will generate the funds needed to meet the organization's fundraising goal.
2. Develop a plan for involving Board members in the non-grant fundraising activities of the organization.
3. Investigate new fundraising projects, activities, and ideas for possible use in the future.
4. As needed, create sub-committees to successfully carry out the fundraising events and activities that are part of the fundraising plan.
5. Supervise the functions of the sub-committees.
6. Annually submit objectives as part of the planning and budgeting process.

7. Submit regular reports to the Board on the progress of fund development activities.
3. Annually evaluate its work as a committee and the objectives it has committed itself to and report on it to the Board of Directors.
4. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.