

Development Committee Role Description

Overview: As a committee of the Board of Directors, members are responsible for ensuring the financial health and sustainability of the organization; helping to evaluate the budget, identifying revenue opportunities and priorities; and examining and analyzing overall fundraising done by the organization.

Meeting Frequency: Every other month – February, April, June, August, October and December.

Commitment and Term: We ask that all committee members attend and actively participate in preferably all, but no less than 80% of committee meetings, whether in-person or by conference call, and make at a minimum, a one-year commitment to serve.

General Responsibilities: Accepts and completes assignments of work related to the mission of the committee as requested by the committee chair; Provides input and new ideas for committee activities on a regular basis; Abides by committee-specific member responsibilities as set forth below.

Staff Liaison: Development Director (Interim: President & CEO)

Essential Tasks:

- Prepare and establish an annual budget for the organization
- Develop long-term financial plan and projections
- Devise an annual fund development plan of action, recommend results and create benchmarks for action
- Provide guidance and recommendations on all current and new fundraising strategies
- Create specific measurable financial goals for the year
- Provide leadership and engage board members in the cultivation and solicitation of fundraising in all annual and major fundraising initiatives
- Actively work with President & CEO to cultivate and implement a development strategy to include individual, corporate, partnerships, grants, etc.
- Evaluate the return on investment (ROI) achieved by each financial strategy; including but limited to:
 - Board of Advisors
 - Special projects
 - Grants
 - Events and programs