

## **Committee Members**

Chairman: \_\_\_\_\_

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## **Purpose**

The Fund Development Committee reports to the Board of Directors. The primary function of the committee over the next 12-18 months is to develop a comprehensive fund development plan that includes a mix of strategies including an annual campaign and golf-tournament. (Replace with your specific goals and objectives)

## **Meeting Schedule**

The committee meets \_\_\_\_\_. From time to time, the committee will convene for planning meetings and training. Committee members will be asked to attend special events and assist in the cultivation of donors.

(List meeting Dates/Times)

## **Scope of work for the Fund Development Committee**

- Develop a long-range fund development plan with a mix of strategies including revenue goals and action plans.
- Develop the case for philanthropic support.
- Devise and recommend fund development policies and practices to the Executive Director and Board of Directors for action.
- Monitor and track progress on the fund development plan. Participate in problem-solving to address lags in achievement of objectives and targets.
- Monitor and provide personal follow-up and coaching with Board members and volunteers to support their participation and achievement of their specific assignments and targets.
- Assure that all donors are respected and recognized in a timely manner.

## Fund Development Committee Job Description Template

- Establish task forces as needed to carry out specific fund development activities. Monitor task force performance and address challenges.

- Assess fund development results and return on investment (ROI).

### **Fund Development Committee Chairman**

- Represent the committee at events.

- Work with the Executive Director to plan agendas and special meetings.

- Lead Fund Development Committee meetings.

- Monitor the implementation of the fund development plan and work with the Executive Director and members to resolve challenges.

- Prepare Fund Development Committee reports for the Board.