

[Insert Organization's Logo]

## Development Committee: Role and Responsibilities

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### ***Organization Description***

[Insert organization description]

### ***Development Committee***

The Development Committee spearheads the board's involvement in resource development and fundraising. Collaborating with the staff, the committee helps approve and execute the organization's fund development plan. It also can propose plans, procedures, and schedules for board participation in fundraising activities.

The committee educates board members about the resources necessary to achieve the organization's goals and mission. It equips them with fundraising skills and techniques to ensure they are confident in raising funds. Serving as the board's primary source of information, the committee provides insights into the general fundraising climate and the specific status of the organization's fundraising activities. Additionally, it plays a crucial role in identifying, cultivating, and approaching major donors.

The Development Committee is appointed by and responsible to the Executive Director and 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 and Executive Director 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 and Executive Director.

### ***Member Commitment***

Members will consider [ Your Org ] a philanthropic priority and invest their time, skills, and financial resources that reflect their commitment. To credibly solicit contributions from foundations, organizations, and individuals, we strive to have all development committee members make an annual contribution that is commensurate with their capacity.

1. Help with 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. Attend all development committee meetings (6/year)
4. Give at least [ \$2,500 ] annually
5. Facilitate getting at least [ \$5,000 ] annually
6. Recommend/recruit development committee 'at large' members
7. Submit regular reports to the Executive Director and Board on the progress of fund development activities
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on it to the Executive Director and Board of Directors
9. Report to the Executive Director and Board of Directors at regular meetings of the Board in a manner determined by the Board
10. NETWORKERS: Introduce [ Your Org ] to at least 5 high net worth individuals/institutions and help cultivate these connections
11. NETWORKERS: Co-host one event and/or small gathering annually
12. NETWORKERS: Secure appeal gifts from HNW colleagues
13. MOBILIZERS: Attend at least two cultivation meetings a year with the Executive Director
14. MOBILIZERS: Meet with board members and solicit their gifts
15. MOBILIZERS: Design and execute a board stewardship correspondence effort (thank you emails, etc.)
16. STRATEGIZERS: Help to write and gain approval for development plan
17. STRATEGIZERS: Ensure proper development team structure
18. STRATEGIZERS: Support ED in setting and executing fundraising goals