

## **Development Committee Description**

### **Purpose**

The Development Committee is commissioned by and responsible to the board of directors to provide leadership and guidance to the Executive Director in support of the fundraising and constituency-building programs of Bear-Paw. The committee works with the Executive Director to navigate the shifting philanthropic landscape and position the organization for fundraising success. *Meetings are held at least quarterly.*

### **Composition:**

The Chairperson of the board of directors appoints the chair of the committee. The committee is composed of the chairperson and a minimum of two other members. Past board and committee members who wish to contribute to a specific development project, such as a major fundraiser, are welcome and encouraged to join the committee for any length of time.

**Role of the Chairperson:** To provide leadership and expertise for the development efforts of Bear-Paw. To set an example for other board members to make Bear-Paw one of their charitable priorities and to provide inspiration to the Development Committee.

### **Duties of Committee Members:**

1. To ensure that the organization has the necessary sources of revenue earned, contributed, and invested to carry out its mission.
2. Work with the Executive Director to create an annual development plan, including regular campaigns such as annual appeals, donor cultivation and stewardship, major gifts, capital campaigns, planned giving, and special events.
3. Participate as appropriate in the implementation of the development plan. Oversee the work of subcommittees responsible for implementing the various fundraising programs.
4. Evaluate the effectiveness of various fundraising campaigns and the development plan in general and participate in strategic planning.
5. Provide leadership and inspiration to the board and the community in individual giving and participation in fundraising.
6. Leverage personal contacts and relationships to grow and sustain a healthy and connected membership base.



7. Work with the Executive Director to identify and evaluate prospects for major gifts.  
Participate in the cultivation and stewardship of donors.
8. Develop ways to increase the involvement of board members and other volunteers in Bear-Paw's fundraising programs. Make the Governance Committee aware of the need for directors with expertise in fundraising.
9. Assure that the organization maintains high philanthropic, ethical fundraising standards.