

## Job Descriptions

### Committee

*Committee:* Fundraising

*Chairperson:* Board Member

*Responsibilities:* This committee is responsible for the overall direction of the development and fundraising efforts of the organization. Its membership comprises members of the board, as well as officers of the organization or agency and ex-officio advisors. More specifically, this position:

1. Chairs Fundraising Committee meetings and prepares meeting agendas in consultation with agency development staff.
2. Coordinates the preparation of an annual calendar and objectives for the committee with input from the staff.
3. Reports to the Board on the activities and recommendations of the Committee and the Board's efforts in fundraising.
4. Appoints subcommittee chairs as needed.
5. Works with committee and staff to determine what the development effort requires with respect to committee members and Board solicitors; works with Chair and Board Development Committee to recruit appropriate individuals.
6. Develops leadership among Committee members to assure depth of experience for succession.
7. Assures that the Committee fulfills the following tasks:
  - Works with staff to prepare annual and long range fundraising plans. Identifies funding goals for the following fiscal year during budget preparation; recommends goal to the Board as part of the budget process.
  - Ensures that the fundraising program has the resources to be effective.
  - Works with staff to coordinate identification of individual, corporate, and foundation prospects.

## Job Descriptions

### Committee (continued)

- Advises staff on appropriate strategies for specific donors and prospects.
- Personally makes calls as needed.
- Monitors progress of individual, corporate, and foundation solicitations; provides support and encouragement to Board solicitors as needed.
- Works with staff to determine policy and procedures about donor acknowledgments and other recognition strategies.
- Annually reviews fund drive materials with staff to determine whether new materials are needed.
- Participates in special events and other “friendraising” activities. [May or may not be responsible for special events.]
- [May or may not be responsible for setting goal for Board giving and for soliciting contributions.]