

Role of the Development Committee ABC, Inc.

Purpose of the Committee: The Development Committee sets the vision for and manages the overall fund development strategy of ABC Inc.

Reports to: The Board of Directors

Staff to the Committee: Development Director

Composition and Terms of Service:

- The committee will have a minimum of 3 members and a maximum of 10
- Members will include board, corporators and other volunteers
- The Executive Director is assigned to serve on the committee

Responsibilities:

- Sets priorities for fund development efforts
- Creates, modifies, and evaluates the annual development plan
- Monitors progress toward accomplishment of annual fund development goals and presents outcomes to Board quarterly
- Assists in the cultivation, solicitation and stewardship of major donors
- Encourages participation by the full board in fundraising efforts and monitors and provides personal follow-up with Board members and volunteers to support their participation and achievement of their specific assignments
- Ensures that board members and volunteers are educated about the basic principles and best practices in fund development
- Identifies and recruits community leaders to serve with board members on the Development Committee
- Engages in advocacy and networking on behalf of ABC, Inc.

Committee Member Expectations:

- Attend and participate in regular Development Committee meetings
- Prepare adequately for meetings in order to make informed decisions
- Support ABC's special events by attending event, bringing attendees to event, securing sponsorships, in-kind donations, auction items, etc.
- Making an annual financial gift to the Annual Appeal

Meetings: 4-6 times per year

Time Commitment: 2-4 hours per month