

Board Development Committee

JOB DESCRIPTION

Purpose: *The development committee provides strategic guidance to the board on resource development, recommends fundraising policies and procedures to the board, ensures full board participation in fundraising, and facilitates the fundraising work of the board.*

Specific Responsibilities

- Reviews and recommends to full Board – Development Policies
 - Some examples of fundraising policies which board members may wish to have in place include:
 - Gift acceptance policies
 - Donor recognition policy and naming opportunities
 - Cause marketing/corporate support policies
 - Donor privacy policy
 - Gift acknowledgement
 - See the AFP's Ready Reference Series on Fundraising Policies
<http://www.afpnet.org/files/ContentDocuments/9%20Developing%20Fundraising%20Policies%20and%20Procedures.pdf>
- Nurtures a culture of philanthropy, ensuring that fundraising is viewed and adequately supported throughout the organization as a mission-aligned, valued program.
- Ensures board members are adequately prepared to participate in fundraising
 - Educating board members about fundraising policies and procedures
 - Ensuring board members are sufficiently knowledgeable about fundraising to be able to successfully participate in fundraising (for example, ensuring the board has training on asking).
 - Ensuring that board members are sufficiently armed with information about the organization to be able to participate in fundraising
- Establishes specific, measurable fundraising goals both for the year and for each fundraising strategy
- Recommends to the board an annual development plan which includes selecting strategies, goals, accountability, and a timeline.
- Reviews fundraising results, evaluates the development plan, and reviews ROI of fundraising strategies
- Ensures that there are adequate resources to execute fundraising strategies

- Ensures collaboration and coordination of development work with communications and marketing work
- Ensures appropriate assignments of fundraising duties to board members and others
- Establishes task forces or sub-committees (as needed) to execute strategies (this might include, for example, a sub-committee to execute an event).

Staff Support/Liaison: The development committee works closely with the Director of Development (or Executive Director in cases where there is no Development Director) and works, as necessary, with communications and/or marketing teams.

Accountability: The development committee reports to the full board and operates under its auspices. The committee annually reviews its work and reports to the full board on committee success and efficiency, making any recommendations to the board it deems appropriate for committee development and functioning.