

## DEVELOPMENT COMMITTEE MEMBER

### Principal Role, Responsibilities and Tasks

#### ***Principal Role***

The Fund Development Committee Chair, selected by and responsible to the Board of Directors, serves as a volunteer fundraising leader for the Annual Fund.

The Fund Development Committee Member accepts responsibility along with the Chair, the Board of Directors, other committee members, Founding CEO and Chief Development Officer for the ultimate success of Annual Giving.

#### ***Responsibilities and Tasks***

- **Volunteer Organization:** Attend scheduled, periodic Committee meetings as well as be available for arranged meetings with professional staff.
- **Annual Fund Commitment:** Expected to make a gift commitment prior to the solicitation of other Annual Fund commitments.
- **Annual Giving Oversight:** Reviews and comments on overall Annual Giving planning as prepared by professional staff.
- **Annual Fund Gift Solicitations:** Involved with the Fund Development Committee members and professional staff in the identification, cultivation, and solicitation of Annual Fund gifts, as well as encouraging and motivating other initiative volunteers in their acceptance and follow-through of assignments for the personal solicitation of gifts.
- **Cultivation Event:** Host at least one cultivation event to encourage and motivate others to support the Annual Fund.
- **Acknowledgement Letters and Call:** On a monthly basis along with other Fund Development Committee members call or write a personal note to thank \$1,000+ Annual Giving donors for their support.

## DEVELOPMENT COMMITTEE CHAIR

### Principal Role, Responsibilities and Tasks

#### ***Principal Role***

The Fund Development Committee Chair, selected by and responsible to the Board of Directors, serves as the top volunteer fundraising leader for the Annual Fund.

The Fund Development Committee Chair accepts principal responsibility along with the Board of Directors, Fund Development Committee members, Founding CEO and Chief Development Officer for the ultimate success of Annual Giving.

#### ***Responsibilities and Tasks***

- **Volunteer Organization:** Assists in the identification, enlistment, leadership, and motivation of volunteers involved in the initiative, foremost among which is the Fund Development Committee. Lead scheduled, periodic Committee meetings as well as be available for arranged meetings with professional staff.
- **Annual Fund Commitment:** Expected to make a gift commitment prior to the solicitation of other Annual Fund commitments.
- **Annual Giving Oversight:** Reviews and comments on overall Annual Giving planning as prepared by professional staff.
- **Annual Fund Gift Solicitations:** Involved with the Fund Development Committee members and professional staff in the identification, cultivation, and solicitation of Annual Fund gifts, as well as encouraging and motivating other initiative volunteers in their acceptance and follow-through of assignments for the personal solicitation of gifts.
- **Cultivation Event:** Host at least one cultivation event to encourage and motivate others to support the Annual Fund.
- **Acknowledgement Letters and Call:** On a monthly basis along with other Fund Development Committee members call or write a personal note to thank \$1,000+ Annual Giving donors for their support.